

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 17th December 2024
at 1830

Minutes

PRESENT

Cllr Jason Muteham, Cllr Paul Ray, Sally Harper (part of meeting) and Cllr Sarah Moakes.

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson.

1. APOLOGIES

Cllr Terence Covell and Keith Harper

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday 26th November 2024 were accepted as a true record and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES

No matters other than items on the agenda.

5. PUBLIC PARTICIPATION

No public were present.

6. ADMINISTRATION

Cllr Sarah Moakes requested to join the Committee. Sally Harper proposed and Cllr Paul Ray seconded the request and it was a unanimous decision for Cllr Sarah Moakes to join the Committee by those members in attendance.

7. FINANCE

7.1 Finance Reports - The reconciliation was signed off by Cllrs Paul Ray & Sarah Moakes.

7.2 Payments - The Committee members (councillors) present approved the payments to be submitted. Amendment required due to typographical error on the Bank Reconciliation as EK Fire Invoice 21570 should have read £138.

Payments to be made December 2024	
Bk Tfr - Cleaner - Invoice - December 2024	£630.00
Bk Tfr - Key Holder - Invoice - December 2024	£60.00
Bk Tfr - Stuart Roberts - Invoice 152	£633.79
Bk Tfr - EK Fire Service INV-21570	£138.00
Bk Tfr - EK Fire Remedial Works INV-21523	£1272.62
Bk Tfr - SECOM R0008277	£345.77
Bk Tfr - NeedASpace	£31.20
Bk Tfr -Nine Ash Electrical 024.2571	£644.24

Chairman's Initial.....

7.3 Scheme of Delegation - was not used during December.

8. BOOKINGS

8.1 Report on Issues - Canterbury Bombers have recently hired the football pitch and have requested to use the large changing rooms. However, when the hall is hired out by other parties/groups it raises a Safeguarding issue. After a lengthy discussion it was agreed they could have the use of the changing rooms, but only when no other bookings had been taken.

8.2 Electrical Interference - FORCC have been experiencing interference with aerials on their vehicles which may be due to works that have been carried out at the hall. As this is a fairly recent problem, there have been no changes that were thought would cause them a problem.

8.3 Car Park & Bookings - A recent enquiry was received for a Wake following a cremation. However, this was planned for the last day of term with the funeral party arriving around 3pm - 3.30pm which would have been a clash with parents collecting from school. The hirer decided not to proceed with the booking as we are unable to reserve spaces in the car park. Future bookings to be made aware of parents using the car park.

8.4 Boughton Players - The Players have requested that the pipes under stage are lagged as hot if touched. The Committee would like all pipe work lagged, but the cost is currently prohibitive. The Players also wish to remove old props/scenery from storage and arrangements to be made to meet at the hall.

9. TASK LIST

9.1 Task Report - no major tasks have been undertaken in the last couple of weeks.

9.2 Fire Drill - still to be arranged once muster sign erected after purchase of a pole. Hoped to be early January.

9.3 Task List - the task list was reviewed and tasks up to date.

9.4 Checklist - Cllr Jason Muteham & Cllr Paul Ray to undertake the January checks.

10. MANAGEMENT

10.1 Emergency Procedure - Cllr Paul Ray to provide.

10.2 SECOM Cllr Paul Ray was in attendance on the 12th, discussed with the Engineer what he was carrying out under the service of CCTV. It would appear that the service is not as thorough as it was thought it should be and the Administrator to obtain a copy of the contracts. The Engineer completed both the CCTV and Alarm service on the same day, but we are charged for two visits. It was agreed that the invoice should not be authorised for payment.

10.3 Electronic Keypads - further information required before discussion.

11. PROPERTY & MAINTENANCE

11.1 Foyer - it was agreed that downlighting should be installed in the foyer, as many as possible, but with two circuits so that when in use they could either be all on or a selection. Cllr Paul Ray to continue with the specification.

11.2 External Lighting - Works completed and make a huge difference on the approach to the library.

11.3 Wheelie Bins - Removal of rubbish from the hall by some of the hirers is 'hit and miss'. The majority of hirers comply, but others do leave behind in the kitchen or outside the front of the hall, which then gets blown around. Apart from the cost of a large wheelie bin, the storage would be an issue and after discussion decided that we are currently unable to take this any further.

11.4 Heating - Cllr Jason Muteham has met the heating engineer to discuss an upgrade to the heating controls & thermostats and was in receipt of a quotation of £1200. It was

unanimous that these works should be completed as soon as possible as it could be a huge saving to the hall, particularly with the benefit of adjusting and setting the heating remotely and the monitoring of usage.

12. FUNDRAISING & GRANTS

12.1 Christmas Fayre - Sally Harper attended the meeting briefly to update the Committee on the results of the Christmas Fayre. The day had been well attended by both stall holders and members of the public and had resulted in £671 being added to fundraising this year. There had been many favourable comments following the event. Cllr Jason Muteham thanked the team who worked very hard before, and on the day, and the Committee are very grateful for their continued fundraising efforts.

13. ADVERTISING & SOCIAL MEDIA

13.1 Update - Cllr Paul Ray's daughter attended the Christmas Fayre and the OAP Christmas Lunch and photos to be uploaded onto the Facebook page.

14. MEMBERS COMMENTS / REPORTS

Cllr Jason Muteham wanted to thank everyone on the Committee for making this year such a success and turning a very dire situation around. The bank balance is in a much healthier position and with the new energy contracts, and currently milder weather, it was hoped we would not be in receipt of huge invoices.

DATE OF THE NEXT MEETING - 28th January 2025 1830 – 2030.

.....
Signed by the CHAIRMAN of the meeting

Chairman's Initial.....