



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 18 February 2025 at 18:30 in the Library, Boughton under Blean Village Hall. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution.

AGENDA

1. **Apologies**
2. **Declaration of Interests**
3. **Minutes of the Last Meeting - 28.01.2025**
4. **Matters Arising from the Last Minutes**
5. **Public Participation**
Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.
6. **Administration**
 - 6.1 **Committee members** - to consider additional membership of the Committee.
7. **Finance**
 - 7.1. **Finance Reports** - to receive bank reconciliation and S&D report
 - 7.2. **Payments** - authorisation of February payments
 - 7.3. **Scheme of delegation** - report use of delegated powers in February
 - 7.4. **Hire Charges 2025/2026** - discuss and agree change in Hire Charges
 - 7.5. **Insurance** - extend insurance until 01 June 2025
8. **Bookings**
 - 8.1. **Report on issues**
9. **Task List**
 - 9.1. **Task Report** - completed task & issues
 - 9.2. **Task List** - review upcoming tasks. See attached tasklist.
 - 9.3. **Checklist** - appoint checkers for March

10. Management

- 10.1. **Emergency Procedure** - Alarm documentation
- 10.2. **SECOM** - update from meeting with SECOM.

11. Property & Maintenance

- 11.1. **Foyer** - lighting specification
- 11.2. **Heating** - Update
- 11.3. **Fire Muster point** - update on progress & fire drill
- 11.4. **Hall Floor** - discuss quotations received for buffing, sealing & sanding

12. Fundraising & Grants

- 12.1. **Update from Team**
- 12.2. **Big Lunch initiative** - [Big Lunch 08 June](#)

13. Advertising & Social media

- 13.1. **Update from Team**

14. Members Comments / Reports

- 14.1. **Report on Feedback**
- 14.2. **Members Reports**

15. Date of the Next Meeting : 25th March 2025

12th February 2025

S. Muteham Clerk to the Parish Council

Parish Office, PO Box 310, Faversham, Kent ME13 3EA

clerk@boughtonunderblean-pc.gov.uk

07740 706189