

**BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 28th January 2025
at 1830**

Minutes

PRESENT

Cllr Jason Muteham, Cllr Paul Ray, Sally & Keith Harper and Cllr Sarah Moakes.

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson.

1. APOLOGIES

Cllr Terence Covell, Nessa Eldridge and Michele Caughlin.

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday 17th December 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

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.

Payments to be made in January 2025	
BK Tfr - Cleaner - Inv January 2025	£658.00
Bk Tfr - Key Holder - Inv January 2025	£60.00
Bk Tfr - Boughton under Blean PC - Inv 24/041	£12
Bk Tfr - Boughton under Blean PC - Inv 25/001	£12
Bk Tfr - Boughton with DunkirkParochial Church Council - Inv 116/25	£170
Bk Tfr - East Kent Fire - INV-21988	£132

Chairman's Initial.....

	<u>£1044</u>
Deposit Refunds	
Bk Tfr - Jacobs Inv No. 1899	£50
Bk Tfr - Boughton Bowls Club Inv No. 1810	£50
Bk Tfr - Rand Inv No. 1827	£50
Bk Tfr - Kent Poultry Club - Inv No. 1902 Cancelled event	£435
	<u>£585</u>
Total Payments	<u>£1629</u>

7.3 Scheme of Delegation - Cllrs Paul Ray & Jason Muteham used to Scheme of Delegation for an emergency call out to EK Fire due to a damaged fire call point and to approve the immediate replacement of lighting in hall as lights failing.

8. BOOKINGS

8.1 Report on Issues - Trish Luckhurst organiser of a barn dance had enquired if she had to obtain a music licence. To be advised the hall holds a licence therefore she is not required to also obtain.

Bowls Club used the hall for their tournament which had been successful and Dunkirk Village Hall hired at very short notice due to a double booking - Chairman very grateful for our assistance.

9. TASK LIST

9.1 Task Report - no major tasks have been undertaken this month.

9.2 Fire Drill - still to be arranged once muster sign erected after purchase of a pole. Cllr Paul Ray explained where the pole is to be erected and authorised the purchase of the pole.

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 February checks.

10. MANAGEMENT

10.1 Emergency Procedure - Cllr Paul Ray to provide.

10.2 SECOM The Committee were not happy with the service provided as it is not clear what the Engineer should be checking. The Engineer had not returned to site with a ladder to check the cameras on the roof. The Administrator to arrange a meeting with a representative of SECOM and Cllrs Paul Ray & Jason Muteham.

10.3 Electronic Keypads - further information required before discussion.

11. PROPERTY & MAINTENANCE

11.1 Foyer - Cllr Paul Ray to continue with the specification to include 6 sets of lights either side of the foyer, with possible dimmer provision, to be handed to Electricians for receiving quotations.

11.2 Heating - Cllr Jason Muteham met with the team who were installing the units, but unfortunately the incorrect ones had been ordered. Cllr Jason Muteham is awaiting notice that these have now been received.

11.3 Hall Floor - the Administrator had received advice that the hall floor is due to be buffed and sealed. It was also advised that the floor should be sanded to remove indentations. Cllr Paul Ray obtaining other quotes for this work.

12. FUNDRAISING & GRANTS

12.1 Update from the Team - Cllr Sarah Moakes is preparing documentation to be sent to the Benstead Trust. Further information to be supplied by Cllr Jason Muteham.

13. ADVERTISING & SOCIAL MEDIA

13.1 Update - Paul Beavis not present to report at the next meeting.

14. MEMBERS COMMENTS / REPORTS

Sally Harper reported that knobs on the cooker had to be replaced and others would need replacing in due course. Keith Harper to order and replace and duly reimbursed. The kitchen taps require attention and Cllr Paul Ray agreed to look at them.

15. DATE OF THE NEXT MEETING - The Administrator requested a move of the next meeting Tuesday 18th January as she is unable to attend on the published date of 25th. All those present agreed to the change of date at the same time of 1830. Clerk of Parish Council to be advised.

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Signed by the CHAIRMAN of the meeting

Chairman's Initial.....