

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 18th February 2025
at 1830

Minutes

PRESENT

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

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson.

1. APOLOGIES

Cllr Terence Covell, Paul Beavis, Nessa Eldridge, Michele Caughlin, Cllr Ida and Cllr Paul Ray.

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday 28th January 2025 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 - These were circulated for information.

7.2 Payments - Due to insufficient Parish Councillors in attendance, payments could not be approved by the committee.

7.3 Scheme of Delegation - Cllrs Paul Ray & Terence Covell to use the Scheme of Delegation for authorisation of the February payments.

7.4 Hire Charges 2025/26 - The Committee present discussed the annual increase of hire charges for 2025/26 and agreed it should be in line with inflation. The storage rate, which has not been increased for sometime, to be raised to £12 per month. The Administration to advise the regular hirers of the increase as of the 1st April 2025.

7.5 Insurance - The Clerk of the Parish Council investigating the possibility of including the hall insurance in their cover, but the current Policy to be extended to June if possible. The Administrator to contact Gallagher.

8. BOOKINGS

8.1 Report on Issues - The Cleaner had advised the Administrator that several chairs are unsuitable for use and fifty new ones were required to keep up to our advertised totals. The Administrator to look into the costs and advise at the next meeting. There are broken

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chairs that require to be removed/disposed of. The Committee members may have to undertake the removal a few at a time.

9. TASK LIST

9.1 Task Report - taps replaced in the kitchen, knobs replaced on the cooker, pole erected for the muster sign in the car park, lighting replaced in the main hall, ladies and gents toilets. The roofer had carried out remedial repairs to the roof, but quotation awaited for a permanent repair.

9.2 Task List - Legionella testing required - Cllr Ray in contact with Contractor. Insurance renewal.

9.3 Checklist - Cllr Jason Muteham & Cllr Paul Ray to undertake the March checks.

10. MANAGEMENT

10.1 Emergency Procedure - Cllr Paul Ray to provide.

10.2 SECOM - Despite several emails the Administrator is yet to receive details of a meeting from SECOM.

11. PROPERTY & MAINTENANCE

11.1 Foyer - Cllr Paul Ray to update at the next meeting.

11.2 Heating - Cllr Jason Muteham is waiting to hear that BUB are in receipt of correct equipment to install in the hall.

11.3 Fire Muster Point - the pole has been erected. Once the sign is in place the fire drill will be carried out with the Parent and Toddler Group.

11.4 Hall Floor - several quotations received for buffing, sealing and sanding of the hall floor totalling approx £6k. A two week window will have to be blocked out in the summer for the works to be completed. Cllr Muteham will seek approval of the Trustee for this expenditure. The condition of the Pavillion floor was raised, but the main issue is the asbestos under the current flooring in that area.

12. FUNDRAISING & GRANTS

12.1 Update from the Team - Cllr Sarah Moakes has sent documentation to the Benstead Trust and awaits the outcome.

12.2 Big Lunch Initiative 8th June 2025 - The Parish Council have proposed a Big Lunch Initiative for which the fundraising team are happy to organise refreshments and food, such as bacon rolls etc. It was proposed that the event be similar to a teddy bear's picnic, with music and live bands, for members of the village and surrounding areas to attend - a fun day - ideas are welcome together with offers of help.

Other fundraising - Christmas Bazaar booked for 23.11.2025; Quiz Night 04.10.2025; possible bingo night and children's event to be discussed at the next meeting.

13. ADVERTISING & SOCIAL MEDIA

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

14. MEMBERS COMMENTS / REPORTS

15. DATE OF THE NEXT MEETING - The date of the next meeting is 25th March 2025 at 1830

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Signed by the CHAIRMAN of the meeting

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BOUGHTON UNDER BLEAN VILLAGE HALL

Bank Balance and Reconciliation as at 13 February 2025

NatWest A/c balance b/fwd - 1st April 2024	£10,222.57
Unity Trust CURRENT balance b/fdw 1st April 2024	£12,870.88
Unity Trust SAVINGS balance b/fdw 1st April 2024	£0.00
TOTAL BANK BALANCES - 1st April 2024	£23,093.45
Add RECEIPTS	£44,439.65
Less PAYMENTS	£28,422.41
TOTAL CURRENT BANK BALANCES	£39,110.69

Natwest A/c - Closed	£0.00
Unity Trust CURRENT online balance dated 13 February 2025	£19,013.89
Unity Trust SAVINGS online balance dated 13 February 2025	£20,096.80
Less cheques not presented	£0.00
Plus Receipts not presented	£0.00
BANK STATEMENT RECONCILIATION	£39,110.69

Payments not presented as at 13 February 2025	£3,625.60
Projected bank balance as at 13 February 2025	£35,485.09

Direct Debits for February 2025 - Estimates

Castle Water (D/D for information only)	£69.43
British Gas Gas (D/D for information only)	£839.24
British Gas Elec (D/D for information only)	£441.68
Broadband for Rural Kent	£30.00
Bank Fee	£6.00
	£1,386.35

Payments to be made February 2025

Bk Tfr - Cleaner - Invoice - February 2025	£714.00
Bk Tfr - Key Holder - Invoice - 82	£60.00
Bk Tfr - Boughton under Blean PC - Mobile Phone - Inv: 25/004	£12.00
Bk Tfr - Keith Harper - Control Knobs for cooker - Receipts	£181.69
Bk Tfr - KCS - Cleaning Materials - Invoice 43754	£306.98
Bk Tfr - Nine Ash Electrical - Hall Lights - Invoice 024-25106 & 25108	£1,483.98
Bk Tfr - Handy Man - Invoice - 159	£377.52
Bk Tfr - MAYARC LTD - Fire Assembly Pole - INV-172	£320.00
	£3,456.17

Deposits Returned

Bk Tfr - SJH Court - Deposit Return - INV1908	£50.00
Bk Tfr - N Smith - Deposit Return - INV1924	£50.00
	£100.00
	£4,942.52

Signed:

Note: The above bank balances include the following provisions:	£4,010.33
Deposits	£775.00
Fund Raising	£2,097.00
GRANTS	£1,138.33
Solar Panels	£1,000.00
Subsidy of Local Groups	£138.33

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Surplus and Deficit (1st April 2024 - 31st March 2025)

Year to Date (18 February 2025)		Previous	Diff	Forecast	Note
Income		Year	Forecast	Updated 28/01/25	
			v		
			Actual		
KCC Library	4,800	4,800		4,800	A
Regular Local	9,410	5,600	-591	10000	G
Regular Other	15,655	10,260	655	15000	G
Casual Local	1,706	2,000	-294	2000	G
Casual Other	6,192	9,020	192	6000	G
Cancelled Bookings	-595				
Hire Income	32,368	31,680		33,000	
Bar	194	315	-6	200	G
Misc	281	566	81	200	G
Storage	890	850	40	850	G
Wi-Fi	140	130	-10	150	G
Sponsorship	0	120	0	0	G
Other Income	1,505	1,981		1,400	
Grant Income	1,150			1,150	G
Fund Raising	2,097			2,100	
Total Income	41,920	33,661		42,450	
Expenses				Forecast	
Gas	4,401	5,755	-1,099	5,500	G
Electric	2,760	2,292	-340	3,100	G
Water	371	1,955	-129	500	G
Stationery	30	312	0	30	G
Telephone	176	70	-4	180	G
Mailbox	94	156	-62	156	A
Insurance	0	3,720	-3,800	3,800	B
Administration	120	9,904	-80	200	G
Professional Fees	1,148	1,584	-436	1,584	B
Advertising	170	170	0	170	A
Improvements	2,053	0	-947	3,000	G
Maintenance Contractor	3,025	3,358	-475	3,500	G
Cleaning Contractor	7,172	9,136	-828	8,000	G
Key Holder Fee	540	676	-180	720	A
Maintenance	2,922	7,555	-2,078	5,000	G
Broadband	330	360	-30	360	F
CCTV	0	287	-300	300	B
Supplies	665	2,097	-335	1,000	G
Grants	0				
Total Expenses	25,977	49,387	-11,123	37,100	
Not Presented	3,526				
Surplus	£12,417			£5,350	

A – Fixed price contract

B – Actuals from 2023-2024

C – Estimate based on new pricing £6784 per year

D – Estimate based on new pricing £3135 per year

E – Estimate based on 6 months figures

G – Best guess

F - Actuals from 2023-2024 + 10%

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