

**MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 17<sup>th</sup> September 2019 in the Parish Room, Village Hall, South Darenth at 7.30 pm.**

PRESENT: Cllr Terry Moyle (Chairman)  
Cllr Rushbrook (Vice Chair)  
Cllrs D Mitchell, C Page, T Ward, I Blackamore

IN ATTENDANCE: Lisa Bugler, Parish Clerk

**23 APOLOGIES FOR ABSENCE**

None received.

**24 DECLARATIONS OF INTEREST**

Cllr Blackamore declared a non-pecuniary interest in Agenda item 'Maintenance Contract' and requested to participate in discussion. Three members voted in favour, two against and Cllr Blackamore abstained. Cllr Blackamore to remain whilst agenda item 6 is to be discussed.

**25 MINUTES**

The Minutes of the last meeting dated 16<sup>th</sup> July 2019 were confirmed and signed as a true record.

**26 MATTERS ARISING**

**Minute 13:** Planning comments were sent on 17/07/2019

**16:** Meeting with JGF electricals and WI/Valley Players agenda item number 7

**19:** Jubilee Hall Roof agenda item 8

**20:** Contact fitter re door lock – emailed 9/9/19

Check paint left – Cllr Paige advised all paint to be moved out of store/discarded. ACTION

Men's toilet blockage was completed 23<sup>rd</sup> July 19

Village Hall light cleaning was completed 3<sup>rd</sup> September 19 with just the office light to be cleaned.

**26 BUDGET MONITORING**

The Halls finance report was received for Budget Monitoring purposes. Cllr Ward queried whether the figures were correct for regular hire. This is due to the summer holidays and will pick up as the year progresses.

**27 MAINTENANCE CONTRACT**

Members discussed what maintenance is needed by the halls. Discussion included need for reactive handyperson to include general work on a regular schedule, plus emergency call out cover. Cllr Mitchell produced examples of contracts/job specs that other Parish councils have produced for information. Concern was expressed that plumbing work should be dealt with by a professional and a framework agreement is to be sought by the clerk for a plumber. ACTION Clerk to develop a handy person schedule of works and plumbers framework agreement to be agreed at the next Halls meeting

Discussion turned to cleaning arrangements to be made for the new Heathside toilets and timed hydraulic locks.

The clerk suggested that the Committee consider taking on all the Parish Council owned buildings for ease of management of maintenance/health & safety checks. Members had no objection to this idea and it will be put to the full Parish Council at its next meeting on the 7<sup>th</sup> October 2019. ACTION Clerk

**28 ELECTRICAL WORKS**

JGF, The WI and Valley Players have yet to meet in the Village Hall to discuss requirements for pantomime lighting. Cllr Moyle was concerned that it would not be completed in time. The councillors decided that a letter to the local W.I. and Valley Players should be sent to remind them of the urgency. ACTION Clerk

## **29 JUBILEE HALL ROOF**

Three quotes had been obtained for the replacement of the flat roof as well as repairs.

Cllr Rushbrook suggested that as the recent repair had stopped any further leaking it would be better to seek prices for the repair of the parapets as a matter of urgency from the three companies that had already submitted quotes. All Cllrs were in agreement. ACTION Clerk

## **30 MAINTENANCE MATTERS**

The maintenance report was received.

Members agreed that winter hanging baskets should be ordered.

Cllr Stewart's email to the Halls Committee asked if the painting of the doors at the front of the building was temporary while they consider new doors or if they have decided that painting them is the best solution. Cllr Rushbrook advised that the doors are solid mahogany and in good condition and therefore no need for new doors to be purchased. New hinges for the front door and the yellowing Perspex next to the Parish room door to be attended to. ACTION Clerk to arrange

The Committee considered the recent tree report which highlighted that the silver birch in the Village Hall playground be felled and the silver birch adjacent to it be reduced in height by 30%. There was no objection to this work being carried out but would like four more trees planted nearby.

Cllr Rushbrook provided a list of maintenance requirements having inspected the halls and it was agreed that:

- Boiler Cupboard door and threshold to be prepared and re varnished
- Drains to be cleared and covers fitted
- Replace light on the Village Hall main entrance ceiling
- Arrange quotes for the installation of a fire alarm
- Obtain quotes from the companies in min 29 to make good the side retaining wall by the Jubilee Hall
- Make a sign for the chair & table cupboard to encourage responsible stacking of furniture
- Plant Pyracantha to prevent access to Nursery garden from Heathside

## **31 REGULAR HIRERS**

The Committee were informed that 3 regular hirers had cancelled due to lack of interest at classes/groups. A request was considered to purchase a portable PA system for quiz nights. Members thought this a good idea and useful for Parish Council events. Three systems were considered which ranged from £162 to £299. Cllr Mitchell proposed that the QTX Busker -15 model be purchased. Cllr Paige seconded, three voted in favour. Cllr Ward was not in favour as he felt that he did not have enough information to make an informed decision. ACTION Clerk to purchase agreed model.

## **32 DATE OF NEXT COMMITTEE**

The next meeting will be 19<sup>th</sup> November 2019

Meeting ended at: 9.25pm

Chairman

Date