

**MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on
Tuesday 16 July 2013 in the Parish Room, Village Hall, South Darenth at 7.30 pm.**

PRESENT: Cllr Dawn Mitchell (Chairman)
Cllrs Ian Blackamore, Adair Lewis, Terry Moyle, Christine Page, Eric
Wilson, Brian Lelliot, Mike Crook

IN ATTENDANCE: Chris Mitchell, Falcons Table Tennis Club
Heather Rohard Parish Clerk

1 APOLOGIES FOR ABSENCE

None received

2 DECLARATIONS OF INTEREST

None

3 MINUTES

The Minutes of the last meeting were confirmed and signed as a true record.

4 MATTERS ARISING

Frosting to Jubilee Hall glass doors: this had been queried as to why not completed. Clerk reported decision had been made to enhance privacy to hall users. Committee decided work should go ahead based on this.

ACTION: Clerk to arrange work.

Village Hall Piano: 2 people had expressed an interest in the Piano following the Newsletter asking for a new home to be found for it. Committee members asked how to choose who should have the piano and was agreed to have a draw of names.

ACTION: Clerk to liaise with interested parties.

5 TABLE TENNIS CLUB

Information was received from the Club and Clerk regarding proposed regular use of the Village Hall. The Committee was satisfied that additional lighting, which would be paid for by the Club, was in keeping with the Village Hall. Storage for Table Tennis Tables and barriers could be made available by making 2 storage cupboards into 1 large cupboard.

RESOLVED: Lighting be fitted and cost borne by the Club. Storage alterations be carried out and cost borne by Parish Council.

ACTION: Clerk to liaise with Club and obtain quotes for works.

6 COMMENTS FROM CURRENT HALL USERS

No comments from regular hall user representatives on this occasion.

7 MAINTENANCE MATTERS

A report from the Clerk was received which highlighted a number of small jobs that need attention.

The Committee approved a replacement light with diffuser to the Green room at approx cost of £70.

The urinal valve in the cistern after 7 years had broken. A like for like replacement and a motion sensor version were considered. With water being metered to the Hall the sensor version was thought to be more cost effective in the long term and was approved costing £195 plus £67.50 labour to install.

Quotes had been received regarding redecorating/refurbishment of Office, Corridors, Lobby, Kitchen, Green Room, Toilets, Bar room. A 'walk about' of the Village Hall enabled the Committee to discuss and prioritise areas and suggest a programme of works subject to further quotes being received as follows:

- 1) Parish Office - refurbishment
- 2) Lobby – box in push pad on Main door to improve security
Replace flooring
Redecorate
- 3) Kitchen – redecorate including cupboard fronts and island legs
Replace flooring
Professional Oven clean
- 4) Hall – sand and seal
- 5) Corridors - redecorate
review lights after decorating (they are safe as they are)
hazard tape to cover any splits in flooring
- 6) Green room – box in pipework under sink
- 7) All toilets - redecorate
Review flooring once cleaned
- 8) Parish Room – redecorate

As the school summer holidays would be starting at the end of July, quotes could be considered at the next Parish Council meeting with the hope that work could be carried out whilst the Hall was less busy over the August holiday period.

ACTION: Clerk to obtain quotes for consideration

8 STORAGE TIDY UP

The clerk had instigated a collaborative tidy up of the storage corridor behind the stage and under stage with hall users and asked for a skip to be hired. Cllr Moyle and Wilson volunteered to help clear the Parish Council cupboards which contain much material to be archived.

ACTION: Clerk obtain quotes for skip hire

9 FIRE RISK ASSESSMENT REPORT

Recommendations from the recent inspection report is being worked through with Cllr Lewis and the Clerk. Progress to be reported on at next meeting.

10 GRASSED AREA to side of Jubilee Hall

This area is included in the regular cuts to the front green. No further action needed at this time.

11 NOTICEBOARDS

The lobby notice boards have attracted many business cards; the committee felt the Clerk should exercise a 'common sense' approach to what is displayed there.

12 DATE OF NEXT COMMITTEE

17 September 2013 – apologies received from Cllr Page for this meeting

Meeting ended at 9.30pm

Heather Rohard
Clerk to the Council

Chair:

Date: