

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 18th September 2018 in the Parish Room, Village Hall, South Darenth at 7.30 pm.

PRESENT: Cllr Terry Moyle (Chairman)
Cllrs Blackamore, P Rushbrook (Vice Chair), Cllr D Mitchell

IN ATTENDANCE: Heather Rohard, Parish Clerk

26 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Page & C Willson

27 DECLARATIONS OF INTEREST

None.

28 MINUTES

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

29 MATTERS ARISING

Car Parking lines quotes: outstanding and will be brought to next meeting.

Toilet refurbishment specification: The specification is to be sent out to interested contractors with the aim for work to be completed in February half term 2019.

Village Hall floor maintenance: work was completed in August however the contractor was called back as the centre of the floor needed further coats of lacquer. They recommended that it be sanded next year and to use a product called Magic Oil.

Village Hall Crockery: on order and waiting for Wilko to say it is ready to collect from Swanley Branch.

All other actions were completed.

30 BUDGET MONITORING

The Halls finance report was received for Budget Monitoring purposes. Income was noted to be around half of the year's target 5 months into the financial year and the busy season has not started yet; several new regular hirers have enquired with one having to be turned away due to lack of availability. A log of potential enquirers will be kept.

31 MAINTENANCE MATTERS

The maintenance report was received and the following items discussed:

Cooker in Village Hall is now fully working but needs a deep clean – price to be sought from May Harris. Also tables and chairs need a regular check and spot clean – will also ask May Harris for a price. **ACTION:** Clerk

Electrical fault in the VH Kitchen circuit has been isolated and a repair completed 21/22 September - Cllr Rushbrook will discuss with the electrician on what needs to be done.

Jubilee Hall patio door – glass reported as shattered 17 Sept and will be replaced 20 Sept – warning notice in place so hall is still usable but no access to garden.

Winter hanging baskets refill @ £25.95 inc of VAT x 8 – committee agreed that these should be refilled and that the summer display had been very good.

Cllr Blackamore reminded the committee that 'hedgehogs' for the gutters had been discussed before and requested that prices be sought for the next meeting. **ACTION:** Clerk/Cllr Rushbrook.

Cllr Rushbrook reported that the fire door behind the Office has de-laminated on the outside and recommended a UPVC replacement be sought. ACTION: quotes for consideration at next meeting.

32 FIRE RISK ASSESSMENT REPORT

Report received from Salvum which was reviewed and a number of medium priority items will need to be addressed. Discussion centred on the escape route from the Village Hall garden in the event of a fire and combination locks seemed the best solution with the codes being given to Hall hirers in a sealed envelope in the key pack; if the envelope is opened the combination should be changed to ensure the security of the premises is not compromised.

The Office door lock has been changed to a thumb turn lock to enable quick escape in the event of an emergency.

Cllr Mitchell arrived at 7.58pm

ACTION: Cllr Blackmore and the Clerk will go through the report to highlight key actions before the next meeting.

33 CLOTHING BANK MODULE

Members considered a request from Rag Solutions to place a clothing bank module in the Village Hall car park. Whilst the rental income of £70pm and further funds given per tonne of clothes collected was attractive members agreed that the current Salvation Army clothing module should stay put, preferring to support Charitable aims. ACTION: clerk to advise Rag Solutions that we have no room for their module.

34 FARNHAM MALTINGS PRODUCTIONS

Information was received and considered by the Committee to host touring productions from Farnham Maltings Productions. Although the productions would be subsidised there would still be a cost of around £400 which might be covered by ticket sales and any profit split 60% to the Parish Council and 40% to Applause. With Valley Players producing annual plays and the WI Pantomime, the committee felt that any other productions may draw support away from those already being performed by local groups. ACTION: Clerk to respond to contact Farnham Maltings that productions cannot be hosted at this time.

35 REGULAR HIRERS

The Clerk reported that all bar one regular hirers are up to date with payments and a reminder will be sent again; no concern that the invoices will be paid as a long standing and responsible hirer.

36 DATE OF NEXT COMMITTEE

The next meeting will be 20th November 2018

Meeting ended at: 8.04pm

Chairman
Date