



HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

Parish Office, Village Hall, Horton Road, South Darent, DA4 9AZ

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 18th March 2025 in the Parish Room, Village Hall, South Darent at 7.30 pm.

PRESENT: Cllr T Moyle (Chair) I Blackamore, C Page, H Rohard

IN ATTENDANCE: Lisa Johnson, Parish Clerk
No Members of the public.

45 APOLOGIES FOR ABSENCE

None

46 DECLARATIONS OF INTEREST

None.

47 MINUTES

Resolved: The Minutes of the last meeting on 21st January were confirmed and signed as a true record.

48 CLERKS REPORT/MATTERS ARISING

Mn 47: Old tender to be exchanged at a bank and recorded to grants/donations.

All other items were either completed or appear as a Maintenance or Agenda item.

49 QUESTIONS FROM THE PUBLIC AND CORRESPONDENCE

There were no questions.

50 MAINTENANCE

List was updated – *appendix 1*

Cllr Rohard proposed, Cllr Page seconded and all were in favour of accepting John Turnbull's quote and therefore

Resolved: to install a projector in the Village hall including counting hardware and cable trunking at a cost of £614.94 already accounted for in the IT budget. To be earmarked and carried forward to the next financial year.

As only two quotes were received to replace the Village hall flooring and one to clean, it was decided to review for the summer holidays after more like for like quotes were obtained.

Cllr Rohard proposed, Cllr Page seconded and all were in favour and therefore
Resolved: of accepting CS Blinds to replace all Jubilee Hall roller blinds, office blinds and 1 blind in the Village hall at a cost of £1666.50 net. TO be carried out during the Easter holidays.

A further quote will be supplied to clean and refurbish the remaining blinds in the Village hall and to be carried out in the summer holidays.

Until other quotes had been received to replace the floor lining of the toilets in the Village hall, a decision could not be made whether to have them professionally cleaned as an alternative.

Action: clerk to obtain more quotes for comparison at the next meeting.

51 FIRE RISK ASSESSMENT

The triannual fire risk report was received to which Cllr Blackmore had studied. There were no 'red' items to action. All other items were given a window of 3-6 months to complete.
Action: These would be added to the maintenance list and costs would be brought to the Committee for authorisation.

Action: Additional fire instructions were to be inserted into key packs for general hire.

Action: Clerk to contact fire alarm contractor regarding a secondary repeater panel to be installed in the Jubilee Hall.

52 REGULAR HIRERS

Full Parish Council had referred a letter from a regular hirer to consider an alternative cost of £125 for charity hosted quiz nights on Friday nights.

In view that the quiz had been running for a number of years, was for various charities and benefited the local community, Cllr Moyle proposed, Cllr Page seconded and all were in favour

Resolved: To charge £125 for 4 hours, Friday evenings for regular local based quiz nights.

53 CASUAL HIRERS

The Clerk brought to the attention a recent casual hirer who had breached the terms and conditions of hire several times. Not only would the £300 damage deposit be retained but an invoice for £66.66 had been raised to cover costs.

The committee were happy with the Clerk's report and were all in agreement that the full costs should be met by the named hirer.

Action: Clerk to advise casual hirer of Committee's decision.

54 DATE OF NEXT COMMITTEE MEETING

Tuesday 20th May 2025

The meeting closed at 9.00pm

Chair _____

Date _____

Halls Committee Maintenance List

TASK	PRIORITY	STATUS	NOTED DATE	DEADLINE	COMPLETED DATE	% COMPLETE	NOTES
Corner coping stone on JH wall broken off	Normal	Complete	21/11/2023			0%	31/03/2025
VH/JH Outside Lights	Normal	Complete	31/01/2024			100%	VH 21 Jan 25/JH10 Mar 25
Office door blind	Normal	Complete	14/03/2024			100%	Completed 08/04/22025
VH Toilet floors	Normal		01/10/2024	01/09/2025			MAV AGENDA
VH Fire Exit Doors	High	Complete					3 companies contacted 24. London fire Door co. 27 Jan 25
VH Disabled toilet vent rattling	Normal	Not Started	16/01/2025				Maintenance aware
check no. of cups & mugs in both VH/JH kitchen cupboards	Normal	Complete	21/01/2025		28/02/2025	100%	JH cups ordered/delivered
VH Tables & legs need checking	High	Not Started	10/11/2025	By Easter			Inspect tables for damage & replacement
VH projector and removal of stage lighting	Normal	In Progress		End of Easter hols			Friday 11 April 2025