

**MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 20th March 2018
in the Parish Room, Village Hall, South Darenth at 7.30 pm.**

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

IN ATTENDANCE: Heather Rohard, Parish Clerk

62 APOLOGIES FOR ABSENCE

Received from Cllr C Page and Willson

63 DECLARATIONS OF INTEREST

None.

64 PLANNING

SE/18/00192/HOUSE
Pemba The Street
Horton Kirby DA4 9BY

Demolition of existing out-building, extension to existing detached garage. Erection of part storey/part single storey/rear extension, extension to front elevation with open porch, plus single storey side extension. Alterations to existing roof to incorporate dormers and rooflights to all elevations.

NO OBJECTION

65 MINUTES

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

66 MATTERS ARISING

The Clerk reported that the In/Out signs for the car park are still to be investigated and ordered. The outgoing cleaning contractor wanted to finish earlier than the end of March which caused some difficulty for the incoming contractor and Clerk but the transition was made successfully, at end of February.

67 MAINTENANCE MATTERS

Decoration had been completed in the lobby and corridors. The Green room will be completed in the Easter holidays.

Upholstery cleaning quote will be requested from May Harris as this was left outstanding by previous cleaning contractor.

Jubilee Hall roof works confirmed as completed in February but to be confirmed with photos.

Car parking lines- quote is awaited from KCC/Amey

Cllr Blackamore reported that a new extractor fan for the Village Hall kitchen would cost £540 and may need a new control panel, estimated at another £300 + fitting at £200. It may be possible to source a second hand one Cllr Rushbrook will investigate.

He will also look at the cooker which has been reported as not heating up properly.

Other small maintenance items to complete are:

Village Hall Disabled toilet door lock needs replacing

Bar Room fire door fix handle to avoid over use of the push bar

Cllr Rushbrook suggested that regular times are blocked out in the Halls Diary for routine maintenance to ease booking contractors to visit. The regular times allocated are Tuesday afternoons in the Village Hall and Thursday any time consulting with the Clerk/Halls diary for any ad hoc bookings. No regular hirers are booked into the JH during the day to accommodate the Polling Station and training day bookings.

68 REVIEW OF REGULAR HIRERS TERMS & CONDITIONS

The Terms and Conditions for regular hirers were reviewed with the following changes being approved:

'Invoicing

Rentals will be invoiced at the beginning of the month for the preceding month. The Invoice must be paid within 30 days. **Failure to do so may result in your entry to the building being barred.** If you have any valid reason for delay in payment please contact the Clerk with full explanation and date payment can be expected by Late payments will be reported as a matter of routine to the management Committee.'

Other amendments were made to include the maximum capacity of the halls (VH 150 people and JH 80 people), remove obsolete information about bouncy castles being operated by the Parish Council, checklist to include that the heating thermostat is turned to 12c in both halls. The addition of a charge of £50 for rubbish left by groups in line with Damage Deposit retention from casual hirers. Permission to hold data will also be sought to comply with General Data Protection Regulations

ACTION: Clerk to send new T&C to all regular hirers for completion.

69 ENERGY PERFORMANCE CERTIFICATE

Information had been received from KALC that it is a requirement that public buildings over 500m2 must have an Energy Performance Certificate on display with failure to comply potentially resulting in fines. 3 quotes were received for consideration from EPC level 3 assessors to provide the certificates.

Rainbow Eco Solutions £280 + VAT, NRG-UK £320 + VAT and B-Bec £400 no VAT. Members voted unanimously to instruct Rainbow.

RESOLVED that EPC be arranged at a cost of £280 + VAT

Cllr Moyle reported that the Dog Training class finds the Jubilee Hall heating to be on too high. The Clerk will liaise with Baby Sensory to check that the thermostat is being turned down after session earlier in the day.

Cllr Rushbrook offered to check the type of thermostat in use and advise on whether a commercial type would be better suited and how to make the best use of the underfloor heating in the Jubilee Hall.

Cllr Mitchell asked that the Fire Risk Assessment be reviewed and for quotes to be brought to the next meeting for consideration.

ACTION: Clerk

70 REGULAR HIRERS

No regular hirer representatives were present. The Clerk reported that the invoices are up to date with no outstanding late payers.

71 PURCHASE OF CHAIRS

There are currently 118 chairs in the Village Hall and the advertised number is 125; chairs have been taken out of action over the last 7 years due to breakages. Matching chairs are £54 + VAT each. £65 delivery charge will apply.

Cllr Rushbrook proposed that 10 chairs be purchased. Cllr Mitchell seconded all voted in favour.

RESOLVED that 10 x Sandler 904G2 be purchased at a total cost £540 + £65 delivery + VAT

ACTION: Clerk

72 REVIEW OF HALL HIRER FEEDBACK

160 feedback forms were compiled covering the period from November 2016 to March 2018 from Casual Hirers for the committee to review.

140 found the hall booking was easy, 6 'OK' and 0 'Difficult'

All 15 minor problems that were reported on the forms had been dealt with at time of report, with hirers being contacted by email to acknowledge and explain any action that had been taken.

110 positive comments were recorded.

77 stated the venue gives good value for money with 0 stating that it did not.

Suggestions to improve the halls included:

Online payment/booking – online payment is now available and forms can be emailed to the office

Key pick up times – if the hirer has used the hall before and another time cannot be negotiated the key safe is offered.

Shutter problems in JH – this was resolved

Cutlery/teatowels - Crockery and Cutlery now available in the JH for hire

Parking – not enough for 2 events.

73 PROJECTS

The committee identified the following projects to complete in the next financial year:

1. Storage solutions: Cllr Rushbrook recommended that the cupboard next to the boiler room be shelved to provide better storage
2. Additional CCTV camera to cover the side if the Jubilee Hall
3. Install the 2 hearing loops and consider the costs of purchase sound system to support it
4. Provide storage for the donated projector and offer to hall users

Members viewed the Village Hall toilets:

5. Village Hall toilet refurbishment of all 3 toilets. The committee tasked Cllr Rushbrook with writing a specification to invite for quotes which should include: hermetic flooring which would necessitate removing radiators and installing an alternative heat source, new sanitary ware where needed (the gents sinks are less than a year old), new cubicles, localised tiling and redecoration.

Members viewed the Jubilee Hall:

6. Redecorating the Jubilee Hall with 2 coats of emulsion to walls and gloss to skirting boards and window ledges. The ceiling does not need doing. Jubilee Hall kitchen ceiling 2 coats of emulsion or enough to sufficiently cover the water marks left from the roof leak.
7. Repointing exterior of Village Hall. Cllr Rushbrook will highlight with chalk the courses that should be scraped out and filled.
8. Fit gutters with 'hedgehogs' to eliminate the need to have gutters cleaned out

Cllr Rushbrook noticed that the top latch of the fire door behind the Office needs attention; this will be added to the routine maintenance list.

Cllr Mitchell recommended that a similar list should be drawn up for 2019/20 before the Budget setting in November to help set realistic Budgets. Clerk to diarise for the September meeting.

ACTION: Clerk

74 DATE OF NEXT COMMITTEE

The next meeting will be 22nd May 2018

Meeting ended at: 9.24pm

Chairman
Date