

**MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 22nd January 2019
in the Parish Room, Village Hall, South Darenth at 7.30 pm.**

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

IN ATTENDANCE: Heather Rohard, Parish Clerk

50 APOLOGIES FOR ABSENCE

Cllr C Willson was absent.

51 DECLARATIONS OF INTEREST

Cllr Blackamore declared an interest in item Gutter Hedgehogs

52 MINUTES

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

53 MATTERS ARISING

Car Parking lines quotes: this will be included in Westminster Field car park extension quotes.

Village Hall Crockery: on order and waiting for Wilko to say it is ready to collect from Swanley Branch; chased in December and had a call back 16/1/19 – still sorting it out.

Fire Risk assessment: all fire-extinguishers have been changed and coded padlocks will be in situ 1/2/19

New Fire doors: installed January.

Toilet Refurbishment: booked for February half term; Clerk met with cleaning manager – scrubber drier on site would be preferred method to cleaning all floors and she will look into how this can be accommodated.

Charges review: all regular hirers are being informed of the changes this week.

Budget setting: completed with Parish Council

54 BUDGET MONITORING

The Halls finance report was received for Budget Monitoring purposes. Income may exceed last years in the final quarter. Overspends in Fixtures/Fittings maintenance and new (cost centres 4460 and 4470) were offset by underspends in Building Maintenance Projects and maintenance (4430 and 4440) giving a net underspend of £2319. The Cleaning budget is likely to have a projected underspend for the year.

55 MAINTENANCE MATTERS

The maintenance report was received and the following items discussed:

Toilet refurbishment: the contractors highlighted that the gents toilet is broken and will need to be replaced; Cllr Blackamore confirmed this was an old breakage that had not caused any problems but a new one to replace now should be included. The committee confirmed they wished for 1 large mirror to be incorporated in the designs not 2 mirrors over the sinks.

Cllr Rushbrook raised the matter of the 2 dyson 'blade' hand driers that had been donated to the hall; if these were used the 2 existing hand driers could be deployed in the pavilion at a later date. Members agreed to this arrangement. **ACTION:** Clerk to liaise with contractors.

Monthly maintenance checks are now in place.

Outstanding matters: repointing of kitchen wall in the VH and minor repair to the JH Patio and loose slab at front of JH. Removal of weeds from the JH patio area. Cooker deep clean and table check and clean

Floodlights at rear of building to be explored at a later date.

56 ELECTRONIC BOOKING SYSTEM

The committee considered the costs and uses of RBS rialtas booking software. 1st year costs would be £1168 plus £399 training and mileage at 45p per mile. Annual support and maintenance up to 5 users £290pa. Although the benefit would be an integrated Invoicing system that would work with RBS accounting software already in use, it would be more time consuming to use in the office when taking bookings and would not be available for use independently by hirers. The current paper diary was considered still best option at this time and a double checking system is in place to ensure double bookings (3 or 4 last year) are spotted as quickly as possible.

The committee received information for card payment machines; the Clerk estimated that it would cost approximately £500 pa to use one. No time saving seen from administrative side as each card transaction would still have to be allocated to paperwork and accounts system. Cllr Mitchell asked if anyone had asked to use a card machine; occasionally mentioned but usually for small amounts for bin bags. Hall hirers are increasingly using BACS to pay for hire charges which is a popular method of payment. The Committee considered that the current system is working so no changes needed at this time.

57 CCTV

To extend the current CCTV coverage at the hall from 4 channels to 8 a quote was received from J Turnbull for £897.24 which included supply and installation of a motorised dome camera to rear of the building. The 4 channel hard drive can be stored and used at a later date if CCTV is introduced at Heathside.

Cllr Rushbrook proposed that the quote be accepted and Cllr Page seconded; the majority voted in favour.

RESOLVED £897.24 be spent on installing CCTV at rear of the Village Hall

58 VILLAGE HALL KITCHEN

Cllr Page and Moyle had recently used the kitchen and found that cupboards were in need of a good clear out of all 'junk' that had accumulated over the years and freshened up by cleaning and painting. Cllr Rushbrook said the kitchen cabinets were all in good condition and bespoke so should be smartened up with painting and new door handles – several are missing. The crockery on order will need somewhere to be stored in the kitchen securely. Cllr Page recommended that new teapots be ordered; approximate cost would be £60 for 2 large teapots and a smaller one. Cllr Mitchell said that all cupboards should be locked to ensure that anything used is pre-arranged by hirers and taken better care of. The Clerk suggested instead that the cupboard interiors are put on a monthly check and clean with the cleaners to keep them in good order in future. ACTION: Clerk to arrange work during Easter Holidays and liaise with May Harris.

Cllr Page asked if the stage curtains needed cleaning and blinds; Cllr Blackamore reported that the blackout stage curtains were definitely in need of cleaning. ACTION: Clerk to liaise with May Harris to arrange steam cleaning.

59 VILLAGE HALL FLOOR MAINTENANCE

May Harris had submitted a quote to sand and seal the floor for £2975 + VAT with a possible repair highlighted but this would be discussed when work being undertaken to see if necessary; the floor appears to have risen in some areas due to moisture or climate change. This quote was compared to previous years (in 2006 3 quotes were very close in price for sand and seal). May Harris would be able to complete the work in February half term when the hall is closed for the toilet refurbishment which would mean no extra disruptions for regular hirers at a later date.

Cllr Page proposed that the work be undertaken and Cllr Mitchell seconded; unanimous vote in favour.

RESOLVED to spend £2975 + VAT to have the VH floor sanded and sealed.

60 GUTTER HEDGEHOGS

Cllr Blackamore left the room.

2 quotes were considered to clean all the gutters and install 'hedgehogs' to prevent the gutters from collecting leaves. A1 Asphalt Co quoted £1460 and Lothlorien £720 + VAT. Cllr Moyle proposed that the

cheaper quote be accepted and Cllr Rushbrook seconded – all voted in favour: RESOLVED £720 + VAT be spent to clean the gutters and install ‘hedgehogs’

Cllr Blackamore returned to the meeting.

61 REGULAR HIRERS

Martial Arts have stopped using the Village Hall on Tuesday evenings and a new Pilates Class is using the Jubilee Hall on Thursday mornings for a 6 week trial. Valley Players have been asked to let the Clerk know in good time when they plan to have a performance so unused Thursday evening slots in the Jubilee Hall can be utilised.

No late payments to report.

Cllr Rushbrook suggested that the timetable of events for the halls be published on the website; Cllr Mitchell asked for a copy for the newsletter and offered to write about the Valley Players to help find new members:
ACTION: Clerk to arrange for website update and liaise with Valley Players.

62 DATE OF NEXT COMMITTEE

The next meeting will be 19th March 2019

Meeting ended at: 8.35pm

Chairman

Date