

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 20th November 2018 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

37 APOLOGIES FOR ABSENCE

Cllr C Willson was absent.

38 DECLARATIONS OF INTEREST

None.

39 MINUTES

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

40 MATTERS ARISING

Car Parking lines quotes: several firms had been contacted but only 1 response so far and no quotes.

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

'Hedgehogs' gutter guards: quotes still to be researched.

All other actions were completed.

41 MAINTENANCE MATTERS

The maintenance report was received and the following items discussed:

Monthly maintenance checks report books have been purchased and these will be used to record Maintenance issues, Fire Extinguisher and Emergency Lighting checks.

Gutter cleaning, repointing of kitchen wall in the VH and minor repair to the JH Patio will be arranged as soon as possible.

Cllr Rushbrook explained that a remote access CCTV would have been useful recently after the Fireworks event when youths were in Heathside after the event and a fire later reported (found to be in the field opposite the Village Hall). Cllr Mitchell expressed concern that this was taking responsibilities too far, however reports of incidents often land with Councillors or the Clerk via social media or a phone call; remote access CCTV is already in use at the Village Hall but is not accessed by the Clerk and only reviewed in the event of an incident. Cllr Rushbrook will meet with the IT/CCTV engineer to discuss options. ACTION

42 FIRE RISK ASSESSMENT REPORT

Report received from Salvum was reviewed and a number of medium priority items highlighted including the replacement of a number of fire extinguishers which would total over £450. Cllr Page proposed that these be changed to comply with current standards and Cllr Moyle seconded. All voted in favour. ACTION

The Office door lock has been changed to a thumb turn lock to enable quick escape in the event of an emergency. Combination padlocks have been ordered for the gates in the VH garden.

43 REPLACEMENT FIRE DOORS

3 quotes were received and considered for the replacement doors to the Bar room and the Corridor behind the office; both wooden doors have been maintained but still cause problems with not being closed properly and

weathering. Collins Home Improvements £1150 each (UPVC) Door and Window Centre £1480 + VAT each (UPVC) £1980 (Aluminium) JL Maintenance £985 (UPVC) £1325 (Aluminium). The aluminium doors were preferred as more robust. Unanimous vote to accept JL Maintenance quote; RESOLVED to spend £2650 + VAT on replacement aluminium fire doors. ACTION: clerk to arrange

44 TOILET REFRURBISHMENT

4 quotes were received for the Village Hall toilet refurbishment as follows (all + VAT) : County Washrooms £18,703, JBH £23,429, Lanservices Ltd £23,447 and Flush £10,743.

The Committee reviewed the materials offered, fitting time and costs of each quote; Flush was the preferred firm with lowest cost, same product as that offered by higher quoting firm and being able to fit the work into the February half term. According to the Parish Council Financial Regulations the Committee will bring this recommendation to the full Parish Council meeting 3rd December for approval. ACTION: Clerk

Cllr Mitchell was concerned that the new anti-slip flooring would be more difficult to clean and the Clerk will liaise with the cleaning contractors to ensure that a new cleaning process with scrubber/drier will be in place. ACTION

45 HALL HIRE CHARGE REVIEW

The weekday hall hire charges were last increased in 2014 and weekend prices in 2016. Running costs have since increased and very often hirers have been surprised at how cheap the hall hire is. Local not for profit organisations receive a 25% discount, Regular hirers and Parish residents 10% discount. Commercial bookings are charged an additional 50% of the standard fee. The Committee discussed the charges and agreed the new price list as attached to come into effect 1st April 2019.

46 BUDGET SETTING 2019-20

The prepared Draft Halls Budget was reviewed by the committee. The expected Income was increased in view of the above price increase which will cover the anticipated deficit. The agreed Halls Budget will be included within the Parish Council overall Draft Budget in December to be finalised and agreed in January 2019.

47 LICENSING

The Clerk reported that any Hall hirers who are selling alcohol on Heathside are not covered by the Halls license and must have their own Temporary Event Notice which currently costs £21 from Sevenoaks District Council.

48 REGULAR HIRERS

No issues to report.

49 DATE OF NEXT COMMITTEE

The next meeting will be 22nd January 2018

Meeting ended at: 9.08pm

Chairman

Date