



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 16th September 2025 in the Parish Room, Village Hall, South Darent at 7.30 pm.

PRESENT: Cllr D Mitchell (Chair) I Blackamore, D Hollands, T Moyle, C Page,

IN ATTENDANCE: Lisa Johnson, Parish Clerk
1 member of the public

The meeting started at 7.05pm

63 APOLOGIES FOR ABSENCE

None

64 DECLARATIONS OF INTEREST

None.

65 MINUTES

It was **Resolved** to agree and sign the Minutes of the meeting held on the 15th July as a true and accurate record.

66 CLERKS REPORT/MATTERS ARISING

50 Maintenance

To obtain 3 like for like quotes to replace VH toilet flooring and clean VH Lobby for consideration.

Action: Move to 3-year plan for budgeting

Blinds – fitted 10/04/25 13 Aug – blinds cleaned and services. Two front window blinds broken – no longer pull along. Quote to replace. Completed

Action: Move to 3-year plan for budgeting

Mn 60

Create folder with all aspects of H&S for halls. **Completed. Copy of cleaning rota to be added to file.**

51 Fire Risk Assessment

Add recommendations to Maintenance list for cost consideration IB

Add fire instructions to key pack.

Clerk to contact fire alarm contractor for quote for repeater panel in the JH. Rec'd

Mn 61. **Installed 30 June 25**

53 Casual Hirers

Clerk to advise hirer that invoice for £66.66 will stand. **No response/payment** as at 9/9/25

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

67 QUESTIONS FROM THE PUBLIC AND CORRESPONDENCE

There were no questions.

68 MAINTENANCE

List was updated – *Appendix 1*

Halls Committee agreed that replacement blinds and VH toilet floorings should be considered at budget setting meetings as part of a 3-year plan.

Quote was received to have both water boilers maintained £480.00. Cllr Mitchell questioned the need of having them and how frequent they were used.

After further consideration, Councillors agreed that Zoe could descale on a regular basis whilst carrying out other inspections in the building.

Action: Caretaker to compile ‘snagging’ list of jobs for maintenance contractor.

Action:

69 HALLS HEALTH & SAFETY

Clerk had conducted fire alarm training with caretaker and assistant Clerk.

Test fire alarm and preschool fire alarm practise had taken place. Log book kept in red fire box in the VH foyer.

Fire risk report – Cllr Blackamore confirmed that all items had been completed.

Light to be installed above the ‘Bar room’ door prior to electrical certificate being issued.

70 BUDGET MONITORING

Detailed Income & Expenditure to 31st August 25 was received by Councillors. Clerk explained this report gave better indications of accountability as percentages of budget spent was included.

Halls projects nominal code requires adjusting as costs to be taken from Halls Reserves account.

There were no questions.

71 DATE OF NEXT COMMITTEE MEETING

Tuesday 18th November 2025 to include Budget Setting.

The meeting closed at 7.40pm

Chair _____

Date _____

Halls Committee Maintenance List

| TASK | PRIORITY | STATUS | NOTED DATE | DEADLINE | COMPLETED DATE | % COMPLETE | NOTES |
|---|----------|-------------|------------|----------------------|----------------|------------|--|
| VH chairs legs need rubber stoppers | Normal | In Progress | | summer holidays | 01/09/2025 | 100% | Dave & Zoe checked. Rubber stops delivered 15 Aug |
| VH Vertical blinds repair and clean | Normal | Complete | | summer holidays | 13/08/2025 | 100% | Completed 13 aug 25 |
| Jubilee Hall leak in shutter box | Normal | In Progress | | | | | IB found the source, funnelling rainwater |
| Fire Risk Assessment Report | High | In Progress | | September meeting | | 100% | Assessment complete. Working though 'orange' items in report |
| Wooden fence between JH/VH Garden/ Preschool garden gate | Normal | Not Started | 30/06/2025 | ept return to school | 02/09/2025 | 100% | broken fence needs repairing, gate needs better lock |
| Rehang Stage curtains/steam clean | Normal | Not Started | 31/07/2025 | end of holidays | | | Zoe has inspected. Rehang 2 hooks when hall free |

Email: clerk@hortonkirbysouthdarentparishcouncil.gov.uk

Tel: 01322 865193

web: www.hortonkirbysouthdarentparishcouncil.gov.uk