

**MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 17<sup>th</sup> July 2018 in the Parish Room, Village Hall, South Darenth at 7.30 pm.**

**PRESENT:** Cllr Terry Moyle (Chairman)  
Cllrs Blackamore, (Vice Chair), C Page

**IN ATTENDANCE:** Heather Rohard, Parish Clerk

**14 APOLOGIES FOR ABSENCE**

Apologies received from Cllr D Mitchell, P Rushbrook, C Willson

**15 DECLARATIONS OF INTEREST**

None.

**16 MINUTES**

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

**17 MATTERS ARISING**

**Car Parking lines quotes:** outstanding and will be brought to next meeting.

**Toilet refurbishment specification:** The specification was reviewed ready for sending out to interested contractors.

All other actions were completed.

**18 BUDGET MONITORING**

The Halls finance report was received for Budget Monitoring purposes. The committee noted the Electrical work still to be done to the outdoor Jubilee Hall lights that is committed expenditure.

**19 MAINTENANCE MATTERS**

Cllr Blackamore gave a verbal report of minor repair items that had been attended to in both halls.

The Clerk reported that the Village Hall cooker still needs repairing (an engineer had attended but couldn't find a problem) Cllr Rushbrook has identified the problem and enable an engineer to fix it.

The specification for the Toilet refurbishment was reviewed to enable the Clerk to send to interested contractors for quotes.

**20 VILLAGE HALL FLOOR MAINTENANCE**

The Village Hall floor is in need of strip and re-polish. May Harris has quoted £1300 + VAT which compares favourably with Complete Hygiene's price of £1200 + VAT in 2017. Cllr Blackamore proposed that the quote be accepted and May Harris complete the work. Cllr Page seconded and all voted in favour. **ACTION:** Clerk to liaise with May Harris to book them in.

**21 VILLAGE HALL CROCKERY**

The Committee considered the need and usefulness of purchasing crockery, cutlery and glasses for the Village Hall. Hall hirers often hire in their own crockery etc so it would be more convenient to have this on site ready to hire for a small charge. Crockery in the Jubilee Hall has been used for a charge of £10. Transporting crockery and glasses between the halls is too hazardous. The same type of crockery was preferred to enable replacing breakages easily – Jubilee Hall crockery was purchased from Wilko at less than 60p an item.

Items to be included: Dinner plate, side plate, bowl, wine glass, knife, 2 x forks, dessert spoon and teaspoon. 125 of each item is needed. Cllr Page proposed that a budget of £450 was allocated for this Cllr Blackamore seconded and all voted in favour. **ACTION:** Clerk to purchase and arrange collection and storage.

## **22 JUBILEE HALL LOCKS**

The front door lock to the Jubilee Hall will not work with new keys that have been cut; the locksmith has attended and recommended that the lock barrel has worn and needs changing however this would necessitate all the locks being changed and new keys being purchased.

Cllr Page proposed that £272 + VAT be spent on this Cllr Blackamore seconded and all voted in favour.

ACTION: Clerk to liaise with Locksmith

## **23 JUBILEE HALL REDECORATION**

The Committee considered the colour scheme for the Jubilee Hall and chose Cornflower White for 2 feature walls and Frosted Dawn for the other walls from Dulux Trade samples. Cllr Page proposed this colour scheme, Cllr Blackamore seconded and all voted in favour. ACTION: Clerk to liaise with decorator.

The Clerk asked whether hooks for party decorations could be installed once the decorating has been completed to save the décor from being spoiled with cellotape etc. This was agreed. ACTION: Clerk to arrange either with decorator or maintenance contractor.

## **24 REGULAR HIRERS**

The Clerk reported that all regular hirers are up to date with payments and there is no outstanding invoicing.

## **25 DATE OF NEXT COMMITTEE**

The next meeting will be 18<sup>th</sup> September 2018

Meeting ended at: 8.25pm

Chairman  
Date