

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 18th July 2017 in the Parish Room, Village Hall, South Darenth at 7.30 pm.

PRESENT: Cllr Terry Moyle (Chairman)
Cllrs Peter Rushbrook (Vice Chair), C Page, I, Blackamore, C Willson

IN ATTENDANCE: Dawn McFall Assistant Parish Clerk

13 APOLOGIES FOR ABSENCE

Received from Cllr Mitchell

14 DECLARATIONS OF INTEREST

None.

15 MINUTES

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

16 MATTERS ARISING

None

17 MAINTENANCE MATTERS

Mark Ginno has a list of maintenance for him to carry out which will be done in the next couple of weeks. He has looked at JH guttering and there was no blockage.

Ladies Toilet Locks – VH – Cllr Rushbrook has repaired.

Drain Covers – Cllr Rushbrook arranging for covers.

Toilet Bowl VH Mens – although slightly cracked it was decided that this does not need replacing.

General discussion about the length of time taken to get quotes in for the Maintenance list drawn up by Cllr Rushbrook. Although the ROS Committee have a general and reactive Contract in place for tackling maintenance issues this cannot be transferred to the Halls Committee use. The Parish Council is due to receive for consideration quotes from contractors for general buildings maintenance at the September meeting.

18 ACCESS INTO OFFICE

Cllr Rushbrook has ordered materials.

19 KEY SAFE

To order new key safe from Tool Station, Cllr Rushbrook will put up. **ACTION:** Assistant Clerk

20 REGULAR HIRERS

Nothing to report

21 DAMAGE DEPOSITS

To make alterations on our letter so that payments and Damage Deposits stand out.

To chase hirers for cheques and advise them we must receive them a minimum of 2 weeks before hire, to look in to online banking so that hirers can make bank transfers and card payment so that we are able to hold the deposit details. Once this is sorted **all** DD cheques to be banked. **ACTION:** Assistant Clerk to contact KALC and make sure Clerk & Ass Clerk able to take deposits/refund this way and at the same time ask about Clerks using credit cards linked to PC bank account. Contact NatWest regarding online banking. All details to be taken to next PC meeting.

22 TOILET REFURBISHMENT

Still awaiting 3rd quote.

23 NEW YEARS EVE BALLOT

To keep same system as previous year but to make draw at December Parish Council Meeting. If nobody has applied by that date then on a first come basis.

24 PARISH OFFICE CHANGES

Assistant Clerk advised of new layout in office.

Archiving RESOLVED that old paperwork stored in cupboard in Parish Room to go to KCC Maidstone to be archived. Cllr Moyle advised that he has already taken out anything the History Society are interested in. If required Cllr Blackmore can take archiving to KCC. Members voted for unanimously **ACTION:** Assistant Clerk to contact Archiving in Maidstone to arrange.

25 JUBILEE HALL GARDEN IRRIGATION

Cllr Page requested more pipework as the plants are dying due to lack of water, Cllr Page Proposed, Cllr Rushbrook seconded and voted for unanimously. RESOLVED: Cllr Blackmore to add more pipework.

26 DATE OF NEXT COMMITTEE

The next meeting will be 19TH September 2017.

Meeting ended at: 8.30pm

Chairman

Date