

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 21st November 2017 in the Parish Room, Village Hall, South Darenth at 7.30 pm.

PRESENT: Cllr Terry Moyle (Chairman)
Cllrs Blackamore, C Page, D Mitchell

IN ATTENDANCE: Heather Rohard, Parish Clerk
Dawn McFall, Assistant Parish Clerk

40 APOLOGIES FOR ABSENCE

Received from Cllrs C Willson, P Rushbrook, Mike Crook, Valley Players and Brian Lelliot, Short Mat Bowls

41 DECLARATIONS OF INTEREST

None.

42 PLANNING

SE/17/02656/FUL

Plot 4

Grazing Land South of Viaduct Terrace

Horton Road

South Darenth

Erection of 3 stables and 1 tack room

NO OBJECTION

43 MINUTES

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

44 MATTERS ARISING

Hall Decorating issues: The Decorator is booked to return during the Christmas and February Half Term holidays.

Jubilee Hall vacancy: This was advertised but did not attract a temporary hirer.

Jubilee Hall crockery: Is on order and awaiting delivery.

45 MAINTENANCE MATTERS

Cllr Blackamore reported that all village hall maintenance items have been completed except for the floor board replacement in the Parish Room which will be completed in the next few weeks.

An electrical report following an inspection by EDR Electrical Ltd was shared with the Committee highlighting a number of Emergency Lights that are no longer working in both halls and need replacing or battery packs renewed; work can be completed at an hourly rate of £32.50. Cllr Mitchell proposed that the work be carried out immediately and Cllr Page seconded; unanimously voted in favour.

Christmas decorations purchased for the Jubilee Hall will need hooks to be screwed into the ceiling and the Committee agreed that this was the most appropriate method. Clerk to arrange with cleaning contractors.

46 REGULAR HIRERS

Short Mat Bowls had reported that the kitchen cupboards need cleaning and this has been passed to the contractor to deal with.

47 ENTRY/EXIT SIGNS TO CAR PARK

This idea had been suggested by a resident to the Parish Council.

Issues of cars occasionally getting stuck on the green when turning into the Horton Kirby side entrance had been solved by painting the corners of the retaining wall white and by installing wooden bollards to highlight the entrances. Due to parked cars, low level signs are likely to be missed and higher level signs an obstruction to sight lines when leaving the car park. Hall users had not raised this as an issue. The committee concluded that no further action was needed at this time.

48 DAMAGE DEPOSITS

The following Damage Deposit levels were discussed and approved by the Committee with immediate effect:

£200 for any party or event with alcohol; any party or event over 4 hours long; Parties for teenagers including, 18th Birthdays and 21st Birthdays

£300 for any wedding or event using both halls together; any New Year's Eve Parties

£50 for any children's parties under 12 years of age; day time family get-togethers; afternoon teas; baby showers

New regular hirers: 25% of 6 weeks hire value to be paid in advance to secure booking before going over to monthly invoicing.

Damage Deposits are being requested as cash when collecting keys and this is proving easier for administration.

49 CLEANING CONTRACT REVIEW

No tenders had been received to consider.

The tender document was reviewed and the Committee directed that it be amended so that the hours of work are removed so that each contractor set their own time and cost accordingly. Equipment, cleaning materials and consumables such as toilet rolls, soap and hand towels should also be included in the tender, to free up office time ordering supplies.

ACTION: Clerk

50 BUDGET SETTING 2018/19

The Draft budget prepared by the Assistant Parish Clerk was discussed and the attached final Budget agreed for submission to the Parish Council Budget.

Hall income seemed low for the Year To Date however it was similar to the level seen November 2016 with income increasing over the busier winter months. Social media advertising was suggested to increase numbers of bookings and the Clerk will look into how to maximise the Halls facebook profile by linking to google searches.

Outstanding Invoices amount to around £6900 with one main debtor; the Clerk will request a meeting with the organisations' manager to resolve this as it is expected that this is a short term problem.

ACTION: Clerk

51 DATE OF NEXT COMMITTEE

The next meeting will be 23rd January 2018

Meeting ended at: 9.06pm

Chairman

Date