

GREAT HORKESLEY PARISH COUNCIL

Dear Councillors,

You are hereby summonsed to attend a meeting of the Village Hall Management Committee of Great Horkesley Parish Council on **Tuesday 14th October 2025 at 8.15pm**, which will be held in Great Horkesley New Village Hall, for the purpose of transacting the business as set out in the Agenda below.



Teri Duckworth – Parish Clerk & RFO

AGENDA

V25/11 Chairman's Welcome

V25/12 Apologies and Reasons for Absence

To receive apologies from absent members and approve those absences which may be considered acceptable.

V25/13 Declaration of Interests

To receive any declarations of interest in respect of any item of business on this agenda.

V25/14 Minutes of Previous Meeting

To approve and sign the minutes of the Village Hall Committee Meeting held 3rd June 2025.

V25/15 Reports

- (a) To receive a report from the Village Hall Bookings Manager.
- (b) To receive a report from the Caretaker.

V25/16 Servicing, Contracts & Equipment

- (a) To receive an update from the Clerk regarding equipment servicing and system upgrades that have taken place since the previous meeting.
- (b) To discuss quotes received for upgrading the microphone and sound system in the hall and agree any necessary action.
- (c) To discuss quotes received for deep cleans of the Village Hall and agree any necessary action.
- (d) To note that the concrete floor in the main hall cupboard is breaking up and agree any necessary action.

V25/17 Hirer Terms & Conditions

To agree to update the payment and making changes to bookings terms in the Regular Hirer Terms & Conditions.

V25/18 Medium- & Long-Term Plans

To review the medium- and long-term plans for the Village Hall.

V25/19 Village Hall Income & Expenditure

- (a) To review the income and expenditure for the previous financial year and current year to date.

- (b) To agree any expenditure to recommend to the Finance Committee to be included within next year's council budget.
- (c) To discuss and agree any increases in hire charges to come into force next April.

V25/20 Recommendations to Full Council

To agree any matters for recommendation to Full Council.

V25/21 Date of Next Meeting

To confirm that the next meeting of the Village Hall Management Committee will be Tuesday 10th March 2026 at 8.00pm, unless an additional meeting is required prior to that date.