

## 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 3<sup>rd</sup> June 2025 at 8.00pm**, which will be held in Great Horkesley New Village Hall, for the purpose of transacting the business as set out in the Agenda below. Members of the public and press are welcome to attend.



Teri Duckworth – Parish Clerk & RFO

### AGENDA

#### **V25/01 Election of Chairman & Vice-Chairman**

#### **V25/02 Apologies and Reasons for Absence**

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

#### **V25/03 Declaration of Interests**

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

#### **V25/04 Minutes of Previous Meeting**

To approve and sign the minutes of the Village Hall Management Committee Meeting held on Tuesday 4<sup>th</sup> March 2025.

#### **V25/05 Reports**

- (a) To receive a report from the Village Hall Bookings Manager.
- (b) To receive a report from the Caretaker.
- (c) To review customer feedback regarding ants and the main hall floor and agree any necessary action.

#### **V25/06 Servicing & Equipment Contracts and System Upgrades**

- (a) To receive an update from the Clerk regarding equipment servicing and system upgrades that have taken place since the previous meeting.
- (b) To agree whether to accept the quote of £90 +VAT (for up to 40 items) from BH Electrical for the annual PAT test.
- (c) To review the quotes received from for air con/heating for the main hall and agree any further action.
- (d) To discuss options for installing additional solar panels at the Village Hall and agree any further action.
- (e) To discuss requirements for upgrading the microphone and sound system in the hall and agree any necessary action.

#### **V25/07 Hire Charges**

To agree whether the Great Horkesley Community Events Team can hire the Village Hall from 3pm to 8pm on Sunday 30<sup>th</sup> November free of charge, for a community Christmas event.

**V25/08 Policies & Procedures**

To review and approve the Fire Safety Risk Assessment.

**V25/09 Recommendations to Full Council**

To agree any matters for recommendation to Full Council.

**V25/10 Date of Next Meeting**

To confirm that the next meeting of the Village Hall Management Committee will be Tuesday 14<sup>th</sup> October 2025 at 8.00pm.