



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE VILLAGE HALL COMMITTEE MEETING**  
**HELD ON TUESDAY 4<sup>TH</sup> JUNE 2024**  
**IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.30PM**

**Those present:**

Cllr J Burns-Langton (Chairman)  
Cllr A Banks  
Cllr M Mead

**In attendance:**

P Grogan (Caretaker)  
T Harrison (Booking Manager)

**V24/01 Election of Chairman**

The outgoing Chairman called for nominations for the position. Cllr Banks nominated Cllr Burns-Langton, and with there being no other nominations for the position, Cllr Burns-Langton was duly elected as Chairman of the Village Hall Management Committee.

**V24/02 Apologies and Reasons for Absence**

Apologies were received and approved from Cllr Jarvis.

**V24/03 Declaration of Interests**

No member declared an interest in respect of any item of business on this agenda.

**V24/04 Minutes of Previous Meeting**

The minutes of the Village Hall Management Committee Meeting held on Tuesday 26<sup>th</sup> March 2024 were approved and signed as a true and accurate record.

**V24/05 Reports**

- (a) A quarterly report from the Village Hall Booking Manager was received and noted. It was confirmed that only those living within the parish boundary (this side of the A12 bridge) are entitled to Great Horkesley Resident Rates when hiring the hall, as per the Conditions of Hire. It was also confirmed that animals are allowed in the garden area of the Village Hall if all mess is cleared up properly after, as per the Conditions of Hire.
- (b) The Village Hall Caretaker reported that the kitchen worktops had now been replaced, there is now enough cutlery in the kitchen to serve at least 60 people, and chairs are being borrowed from the church a big hire coming up at the hall. The Caretaker also reported that some of the regular hirers are not checking the toilets after each hire and are arriving much earlier than their hire start time. The Booking Manager will email all regular hirers to remind them that they should only arrive at the time they have hired the hall from, and they must check the whole hall, including the toilets, at the end of their hires.

**V24/06 Servicing of Equipment & System Upgrades**

- (a) The Clerk reported that since the previous meeting, the broadband switch from PlusNet to BT has now been completed, and the Premises Licence and RCCE membership has been renewed.
- (b) **It was unanimously agreed** (proposed Cllr Burns-Langton) that the Clerk should obtain quotes from local contractors for the regular grass cutting of the Village Hall garden area during the Spring and Summer months, as the current contract has been in place for a number of years. Quotes will be considered at a future meeting.

- (c) The current maintenance contracts, and other quotes received, for servicing the following items were reviewed:
- i. **It was unanimously agreed** (proposed Cllr Burns-Langton) to accept the quote from BH Electrical for £80 +VAT (plus £1.70 +VAT per item if more than 40 items), to carry out the annual PAT test at the Village Hall.
  - ii. **It was unanimously agreed** (proposed Cllr Burns-Langton) to continue the maintenance contract with TTSS Ltd and accept their quotes of £105 +VAT for the annual intruder alarm service and £65 +VAT for the annual CCTV system service.
  - iii. **It was unanimously agreed** (proposed Cllr Burns-Langton) to accept the quote from SAFE I.S. of £116.91 +VAT (plus £2.70 +VAT for each additional unit over five units) for the two-year contract for the servicing of the fire extinguishers and firefighting equipment at the Village Hall.

#### **V24/07 Village Hall Expenditure**

- (a) The Caretaker reported that he had found approximately 12 small children's chairs in one of the sheds, so there were no need to purchase any more.  
**It was unanimously agreed** (proposed Cllr Banks) to purchase two highchairs from IKEA at a cost of £15 each + delivery, to be used by hirers of the Village Hall when requested.
- (b) **It was unanimously agreed** (proposed Cllr Mead) that the external letterbox that is already situated near the entrance to the Village Hall be used as the main postal address for the Parish Council going forward. If, it becomes apparent that it is not suitable or encourages vandalism, then a more secure internal letterbox will be considered.
- (c) Quotes received for a quarterly deep clean of the Village Hall were considered.  
**It was unanimously agreed** (proposed Cllr Burns-Langton) to accept the quote of £200 for a 12-hour deep clean from a local self-employed cleaner as long as they have the equipment required to carry out the works.

#### **V24/08 Recommendations to Full Council**

There were no matters for recommendation to Full Council.

#### **V24/09 Date of Next Meeting**

The next meeting of the Village Hall Management Committee will be Tuesday 10<sup>th</sup> September 2024 at 7.30pm.