



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE VILLAGE HALL COMMITTEE MEETING**  
**HELD ON TUESDAY 10<sup>TH</sup> SEPTEMBER 2024**  
**IN GREAT HORKESLEY NEW VILLAGE HALL AT 7.30PM**

**Those present:**

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

**In attendance:**

P Grogan (Caretaker)  
T Harrison (Booking Manager)

**V24/10 Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**V24/11 Apologies and Reasons for Absence**

All members were present.

**V24/12 Declaration of Interests**

No member declared an interest with respect to any item on the agenda.

**V24/13 Minutes of Previous Meeting**

The minutes of the Village Hall Management Committee Meeting held on Tuesday 4<sup>th</sup> June 2024 were approved and signed as a true and accurate record.

**V24/14 Reports**

- (a) A quarterly report from the Village Hall Bookings Manager was received and noted. The VHBM reported that a regular hirer cancelled their booking 38 days before the hire date, instead of 42 days as stated in the Terms and Conditions.

**It was unanimously agreed** (proposed Cllr Burns-Langton) that 50% of the hire charges will be refunded to them.

The VHBM also reported that an email will be sent chasing for payment of the deposit when a booking is requested, and if no payment is received within 5 days, then the booking will be cancelled.

- (b) The Caretaker said that hirers are turning up earlier than their booking time. The VHBM will send an email to remind them that they should not do this. The Caretaker also reported that the fire exit doors in the hall are not closing properly, causing the alarm to go off at times. Quotes to fix this issue will be sought.

**V24/15 Village Hall Hires**

- (a) Cllr Jarvis will look into requirements and calculations to determine the capacity of the Village Hall, and this will be brought back to a future meeting for agreement.
- (b) **It was unanimously agreed** (proposed Cllr Burns-Langton) to amend the Terms and Conditions to say that if the Caretaker (or another member of staff or a Councillor) is called out to visit the hall during a hire due to a fault of the hirer, the hirer will be charged £37.50 for each visit, which will be withheld from the deposit.
- (c) **It was unanimously agreed** (proposed Cllr Burns-Langton) to amend the Terms and Conditions to state that smoke machines are not allowed in the hall.

#### V24/16 Servicing & Cleaning Contracts and System Upgrades

- (a) The Clerk reported that since the previous meeting the security alarm and CCTV service, fire extinguisher service, annual PAT test and a quarterly deep clean have all been carried out. There was also an issue with the hot water, which was rectified as an emergency.
- (b) The Clerk reported that after contacting a number of local gardening companies, none had put forward a quote for the cutting of the grass around the Village Hall. As we are now approaching winter months, this item will be deferred to a future meeting.
- (c) **It was unanimously agreed** (proposed Cllr Burns-Langton) to continue with the services of the local self-employed cleaner for the quarterly deep clean of the Village Hall.
- (d) **It was unanimously agreed** (proposed Cllr Banks) to have the carpeted floors cleaned annually in the Spring. The Clerk will look to obtain quotes.
- (e) **It was unanimously agreed** (proposed Cllr Mead) to remove the damaged sign from the entrance to the car park and not replace it for the moment. The posts will be left in case they can be used for another sign in the future.

#### V24/17 Medium- & Long-Term Plans

The medium- and long-term plans for the Village Hall were reviewed. Repairing the fire exit doors in the main hall was made an urgent item. The drinking fountain was removed as this has been installed. Everything else was kept the same.

#### V24/18 Village Hall Income & Expenditure

- (a) Councillors reviewed the income and expenditure for the previous year and current year to date. It was noted that last year the Village Hall expenditure was about £1,000 more than the income received. Various changeable factors were discussed, resulting in the expectation of a similar outcome at the end of the current financial year.
- (b) **It was unanimously agreed** (proposed Cllr Banks) to increase Village Hall hire charges to be as follows, to come into force for hires from 1<sup>st</sup> April 2025.

Meeting room hire charges are to remain the same.

	Gt Horkesley Resident	Non-Resident
Main Hall Mon-Fri	£23	£28
Main Hall Sat-Sun	£26	£31
Main Hall Regular Hirer	£16	£21

- (c) **It was unanimously agreed** (proposed Cllr Burns-Langton) to recommend to the Finance Committee that the Village Hall Ear-Marked Reserves be increased to £20,000 for the next financial year, to ensure any emergency repairs required are covered.

**It was also agreed** (proposed Cllr Burns-Langton) to recommend to the Finance Committee that the following additional expenditure be included in the 2025/26 Budget.

Account Code	Description	Expenditure to Include
4300	Cleaning	£200/quarter for deep clean £TBC for annual carpet clean (quotes to be obtained)
4320	General Maintenance	£TBC to fix fire exits (unless repaired this year – quotes to be sought)
4330	Hall Improvements	£2,400

#### V24/19 Recommendations to Full Council

There were no other matters for recommendation to Full Council.

**V24/20 Date of Next Meeting**

The next meeting of the Village Hall Management Committee will be Tuesday 4<sup>th</sup> March 2025 at 7.30pm.

The meeting was closed at 9.26pm.

These minutes are a true and accurate record of the meeting.

Signed .....  
(Committee Chairman)

Date .....