



**GREAT HORKELEY PARISH COUNCIL**  
**MINUTES OF THE VILLAGE HALL COMMITTEE MEETING**  
**HELD ON TUESDAY 26<sup>TH</sup> MARCH 2024**  
**IN GREAT HORKELEY NEW VILLAGE HALL AT 8.00PM**

**Those present:**

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

**In attendance:**

P Grogan (Caretaker)  
T Harrison (Booking Manager)

**V23/28 Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**V23/29 Apologies and Reasons for Absence**

All members were present.

**V23/30 Declaration of Interests**

No declarations of interest were received in respect of any item of business on the agenda.

**V23/31 Minutes of Previous Meeting**

The minutes of the Village Hall Management Committee Meeting held on Wednesday 13<sup>th</sup> December 2023 were approved and signed as a true and accurate record.

**V23/32 Reports**

- (a) A report from the Village Hall Booking Manager was received and noted. The Booking Manager asked when the refundable deposit is withheld from a hirer, how should this be entered on the Hallmaster booking system as it is currently showing as an overpayment. The Clerk advised that a new invoice should be created for the withheld amount, and this amount be moved from the original booking invoice to the new invoice. The Booking Manager also reported that hirers often ask if the hall has highchairs or smaller chairs for children. The Clerk will find out the costs of purchasing these items and it will go on the agenda for the next Village Hall Committee meeting.
- (b) The Caretaker reported that the worktop in the kitchen is lifting in parts and becoming dangerous. The Clerk will ask for quotes to have the entire worktop replaced. The Caretaker also reported that occasionally, one-off hirers do not take their rubbish away with them. When this happens, their deposit is withheld as per Hire Conditions.

**V23/33 Hire Conditions & Charges**

- (a) The amount to be taken as a damages deposit for one-off hires was reviewed. **It was unanimously agreed** that the damages deposit required for all one-off bookings be increased to £75, for any new bookings made after 1<sup>st</sup> April 2024. For any bookings where alcohol will be consumed or where the hire is for a period of six hours or longer, an additional £125 (meaning total of £200) deposit is required.
- (b) Members discussed whether regular hirers should also pay a damages deposit, and **it was unanimously agreed** that no deposit is required from regular hirers. If the hall is not left in a suitable clean condition after a regular booking, then a warning will be given stating that if this happens again then a £20 per hour cleaning fee will be charged and must be paid prior to the next booking date.

- (c) **It was unanimously agreed** that regular hirers are considered those groups or individuals that hire the Village Hall at least once per month under the same booking name.
- (d) **It was unanimously agreed** to increase hire rates by 10% for any hires that take place on Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and any Bank Holidays. This will be for any new bookings made after 1<sup>st</sup> April 2024.
- (e) **It was unanimously agreed** that there should not be any consequences if hirers do not lock the car park barrier at the end of their hire. The Caretaker will continue to bring the padlock into the hall prior to a one-off hire and remind hirers they should take it with them to lock the gates at the end of their hire.
- (f) **It was unanimously agreed** to delegate authority to the Clerk to purchase a set of cutlery (enough for 30 people) up to a maximum cost of £15, to replace items that have been going missing in the kitchen. This amount will be transferred from Village Hall reserves. **It was also agreed** that an inventory will be drawn up stating all the items that belong in the kitchen. A copy will be displayed in the kitchen to encourage hirers not to take away any items they do not own. The Caretaker will regularly check if any items are missing, and the Village Hall Management Committee will recommend to the Finance Committee that an amount be allocated in the 2025/26 budget to replace any items that go missing.
- (g) The Hire Conditions for both regular and one-off hires were reviewed and approved, subject to the following changes:
  - Damages deposit amounts are updated as per item V23/33 (a).
  - Provisional hire dates are held for up to five working days prior to deposits being received.
  - 'BBQs' is replaced with 'Gas BBQs'.
  - A sentence included stating that tables and chairs from inside the hall may be used outside on the hardstanding patio area only.
  - A sentence included stating that accredited and licensed petting zoos are allowed in the main hall as long as the Booking Manager is notified prior to the hire and all mess is cleared away properly after the hire.
  - Bouncy castles put up inside the hall can be a maximum size of 15ft x 12ft. Bouncy castles put up in the garden area may be larger, subject to approval from Hall Management.
- (h) **It was unanimously agreed** that the Booking Manager will email pdf copies of the Hire Conditions, Health & Safety Policy and Fire Safety Policy & Emergency Plan, to all one-off hirers with their booking confirmations.

#### **V23/34 Fire Safety**

- (a) The Fire Safety Policy & Emergency Plan was reviewed and approved.
- (b) The Fire Safety Risk Assessment was reviewed and approved.

#### **V23/35 Village Hall Policies**

- (a) The Safeguarding Policy was reviewed and approved.
- (b) The Health & Safety Policy was reviewed and approved.
- (c) The Village Hall Risk Assessment was reviewed and approved.

#### **V23/36 Terms of Reference**

The Village Hall Management Committee Terms of Reference was reviewed and there are no changes to be recommended to Full Council.

#### **V23/37 Village Hall Expenditure**

- (a) One quote has been received for the installation of a new water fountain. The Clerk will strive to obtain more quotes to bring to the next Village Hall Management Committee meeting or to a meeting of Full Council for approval.

- (b) **It was unanimously agreed** to accept the quote received for £310 to replace the leaking radiators in both toilets. This amount will be transferred from Village Hall reserves.
- (c) **It was unanimously agreed** to purchase an up-to-date copy of the Health & Safety Law Poster from the Health & Safety Executive (HSE) for £9.35 +VAT, to display at the Village Hall. This amount will be transferred from Village Hall reserves.

**V23/38 Recommendations to Full Council**

There were no matters for recommendation to Full Council.

**V23/39 Date of Next Meeting**

Meetings of the Village Hall Management Committee for the next municipal year, will be:

Tuesday 4<sup>th</sup> June

Tuesday 10<sup>th</sup> September

Tuesday 4<sup>th</sup> March

**V23/40 Exclusion of Press & Public**

There were no members of the public present, so the resolution was not passed.

**V23/41 Hire Rates**

**It was unanimously agreed** that one of the regular hirers discussed by members is entitled to resident hire rates.