



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE VILLAGE HALL COMMITTEE MEETING
HELD ON TUESDAY 6TH JUNE 2023
IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr A Banks
Cllr J Burns-Langton
Cllr L Williams

V23/01 Election of Chairman

Cllr Williams nominated himself as Chairman and with there being no other nominations for the position, Cllr Williams was duly elected as Chairman of the Village Hall Committee for the municipal year.

V23/02 Apologies and Reasons for Absence

Cllr Mead and the Village Hall Caretaker sent their apologies.

V23/03 Declarations of Interests

No interests were declared with respect to any decisions to be made.

V23/04 Medium- & Long-Term Plans for the Village Hall

It was unanimously agreed that the following items be included in the future plans for the Village Hall:

Urgent Items (as soon as possible)

- Deep clean of the kitchen (including cupboard doors, behind large equipment and oven clean)
- Upgrade alarm and entry system (urgent as the current system is no longer supported by the manufacturer)
- Fix locks on toilet doors
- Replace toilet brushes and install air freshener
- Redecorate (fill holes and re-paint walls)
- Replace defibrillator pads

Medium-Term Plan (one-year)

- Upgrade CCTV system
- Replace broken guttering
- Ensure servicing of all fixed units and equipment is up to date
- Produce handbook of instructions for items like the projector
- New floor mat for entrance lobby

Long-Term Plan (three-years)

- Look into upgrading the projector in the main hall
- Replace furniture (chairs and tables in main hall and meeting room)
- Improve car park lighting
- Look into air conditioning options

The Clerk will obtain estimates for the above works to produce a more detailed plan for the Village Hall, to be approved at the next meeting and to assist the production of next year's budget.

V23/05 Servicing of Equipment

It was noted that the air conditioning units have not been serviced for many years. The Clerk will strive to obtain quotes for the servicing of this equipment, for discussion at the June meeting of Full Council.

The annual PAT testing and service of fire extinguishers is due at the end of June 2023. The Clerk will strive to obtain quotes for the servicing of this equipment, for discussion at the June meeting of Full Council.

The testing of the fire and emergency lighting system is carried out as part of an ongoing maintenance contract with TTSS.

The Clerk will check the outcome of the EICR electrical inspection that took place on 23rd May.

V23/06 Security & Alarm System Upgrade

The Clerk will contact the three companies that have previously provided quotes to upgrade the CCTV equipment, to confirm whether the quotes still stand. The Clerk will also ask if they are able to quote for an upgrade to the alarm system. The quotes will then be forwarded to all Councillors for discussion at the June meeting of Full Council.

V23/07 Recommendations to Full Council

It was unanimously agreed that the Village Hall Committee will recommend that the Council authorises expenditure for the following items, the amount dependent on quotes received by the Clerk:

- Servicing of air conditioning units
- Annual PAT test
- Annual fire extinguisher service
- Upgrade of alarm and entry system
- Upgrade of CCTV system
- Deep clean of the kitchen
- Replacement of toilet brushes and installation of air freshener
- Replacement of defibrillator pads and batteries
- Redecoration of internal walls

V23/08 Date of Next Meeting

No date was agreed for the next meeting.

The Chairman closed the meeting at 9.40pm.