



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE VILLAGE HALL COMMITTEE MEETING
HELD ON TUESDAY 3RD JUNE 2025
IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.00PM

Those present:

Cllr J Burns-Langton (Chairman)
Cllr C Arnold
Cllr M Mead
Cllr S Jarvis
Cllr C Wescomb-Cross

In attendance:

P Grogan (Caretaker)
G Leete (Booking Manager)

V25/01 Election of Chairman & Vice-Chairman

The Council Chairman called for nominations for the position of Chairman. Cllr Jarvis nominated Cllr Burns-Langton (seconded Cllr Mead) and with there being no other nominations for the position, Cllr Burns-Langton was duly elected as Chairman of the Village Hall Committee. Cllr Burns-Langton nominated Cllr Jarvis for the position of Vice-Chairman (seconded Cllr Wescomb-Cross) and with there being no other nominations for the position, Cllr Jarvis was duly elected as Vice-Chairman.

V25/02 Apologies and Reasons for Absence

Apologies were received and approved from Cllr Banks.

V25/03 Declaration of Interests

Cllr Jarvis declared an interest in respect of item V25/07 as a member of the Community Events Team.

V25/04 Minutes of Previous Meeting

The minutes of the Village Hall Management Committee Meeting held on Tuesday 4th March 2025 were approved and signed as a true and accurate record.

V25/05 Reports

- (a) A report from the Village Hall Bookings Manager covering March to May 2025 had been circulated to members prior to the meeting. Cllr Jarvis thanked the Bookings Manager for her work in clearing the long outstanding fees owed by hirers.
- (b) The Caretaker reported that hirers are now complaining that the hall is too hot, and some have complained about ants being present in the hall and kitchen. The air exchange unit has also stopped working.
- (c) The Caretaker is laying ant powder to try and solve the ant issue. Once the external doors in the main hall have been replaced, the committee will reassess the issue.

It was agreed (proposed Cllr Burns-Langton) that the Caretaker will mop the main hall floor first on a Monday morning, before cleaning other areas of the hall, so it will be clean and dry ready for the first hire of the week. **It was also agreed** that 8am to 10am Mondays, 8am to 10am Wednesdays and 8am to 9.30am Fridays will be allocated as cleaning time. The Bookings Manager will ask hirers not to enter the hall prior to 10am.

The Caretaker will purchase new heads for the mop in the store cupboard available for hirers to use. Cllr Burns-Langton will investigate options for purchasing a new heavy duty floor cleaning machine, for discussion at the next committee meeting.

Cllr Wescomb-Cross left the meeting at 8.30pm.

V25/06 Servicing & Equipment Contracts and System Upgrades

- (a) The Clerk reported that the carpets had been cleaned, and the new doors for the main hall are currently in production.
- (b) **It was unanimously agreed** (proposed Cllr Burns-Langton) to accept the quote of £90 +VAT (for up to 40 items) from BH Electrical for the annual PAT test.
- (c) Members discussed the quotes received from for air con/heating for the main hall. Cllr Arnold noticed that all the systems required three-phase electricity supply, which the hall does not currently have. Quotes to change the supply from single-phase to three-phase will be sought from electricians, and the decision will be added to the agenda for the next committee meeting.
- (d) Cllr Mead shared concerns that if more solar panels were added to the roof, the Council would not receive as high tariff payouts for electricity produced by the current panels and sold back to the grid. Cllr Arnold stated that he would recommend the current set up of panels be left alone, and a new set of panels be added with a new inverter to serve them. The Clerk will seek advice from a resident with expertise in green energy and the item will be added to the agenda for the next committee meeting.
- (e) Cllr Burns-Langton will investigate the issues with the microphone and sound system in the hall, and if required, will seek quotes to have the system replaced.

Cllr Jarvis left the room.

V25/07 Hire Charges

It was unanimously agreed (proposed Cllr Arnold, seconded Cllr Mead) that the Great Horkesley Community Events Team can hire the Village Hall from 3pm to 8pm on Sunday 30th November free of charge, for a community Christmas event.

Cllr Jarvis returned to the meeting.

V25/08 Policies & Procedures

Members reviewed and approved the Fire Safety Risk Assessment after updating actions.

V25/09 Recommendations to Full Council

It was agreed to recommend that at the next meeting of the council, it be agreed that a new dog water bowl can be purchased to be placed next to the external water fountain. Cllr Arnold suggested that Full Council be notified of what the approximate expenditure will be if it is agreed to go ahead with purchasing new air conditioning units.

V25/10 Date of Next Meeting

The next meeting of the Village Hall Management Committee will be Tuesday 14th October 2025 at 8.00pm.

The meeting was closed at 9.20pm.

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

Signed
(Village Hall Committee Chairman)

Date