



GREAT HORKESLEY PARISH COUNCIL
MINUTES OF THE VILLAGE HALL COMMITTEE MEETING
HELD ON TUESDAY 14TH OCTOBER 2025
IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.15PM

Those present:

Cllr C Arnold
Cllr A Banks
Cllr M Mead
Cllr S Jarvis (Vice-Chairman)

In attendance:

G Leete (Booking Manager)

V25/11 Chairman's Welcome

Cllr Jarvis chaired the meeting in the absence of the Chairman and welcomed everyone to the meeting.

V25/12 Apologies and Reasons for Absence

Apologies were received and noted from Cllr Burns-Langton and Cllr Wescomb-Cross.

V25/13 Declaration of Interests

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

V25/14 Minutes of Previous Meeting

The minutes of the Village Hall Committee Meeting held 3rd June 2025 were approved and signed as a true and accurate record.

V25/15 Reports

- (a) A written report from the Village Hall Bookings Manager was circulated to members prior to the meeting. Mrs Leete confirmed that a Facebook page for the Village Hall had been created and will be online once a few more posts had been put on, and she was now in control of the heating app at the Village Hall.
- (b) The Caretaker was not present at the meeting.

V25/16 Servicing, Contracts & Equipment

- (a) The Clerk confirmed that since the last meeting, the CCTV and alarm system annual service, the fire extinguisher annual service and the annual PAT test had been carried out. The Hallmaster and Premises licences had also been renewed. New external doors had been fitted in the main hall, and TTSS would look at changing the way they are alarmed when they visit the hall this month as currently one side of the doors can be left open without triggering the alarm.
- (b) **It was unanimously agreed** (proposed Cllr Jarvis, seconded Cllr Arnold) to move upgrading the sound system at the hall from urgent to medium-term plans, to be reviewed and considered during the next financial year. Adding a Bluetooth option to the current system will be kept on the urgent plans.
- (c) The Clerk shared details of one quote that had been received for quarterly deep cleans of the Village Hall. The Clerk will try to obtain further quotes for comparison.
- (d) It was noted that the concrete floor in the main hall cupboard is breaking up and causing problems when trying to get chairs and tables in and out.

It was unanimously agreed (proposed Cllr Arnold, seconded Cllr Jarvis) to delegate authority to the Clerk to find a local person or company that can fix the issue as a matter of urgency.

V25/17 Hirer Terms & Conditions

It was unanimously agreed (proposed Cllr Banks, seconded Cllr Jarvis) to update the payment terms in the Regular Hirer Terms & Conditions to be one calendar month, and state that at least four weeks' notice must be given for any cancelled dates.

It was noted that sometimes it was taking a long time to receive payment for bookings made by the NHS, such as for staff parties or therapy sessions.

V25/18 Medium- & Long-Term Plans

Members reviewed the medium- and long-term plans for the Village Hall and removed items that have recently been completed. Finding out possible costs for extending the Village Hall was added to the medium-term plans.

V25/19 Village Hall Income & Expenditure

- (a) Members reviewed the income and expenditure for the previous financial year and current year to date and discussed estimated expenditure for the next financial year.
- (b) **It was unanimously agreed** (proposed Cllr Jarvis, seconded Cllr Banks) to recommend estimated expenditure for the 2026/27 financial year to the Finance Committee for consideration when setting next year's budget.
- (c) Members discussed the estimated shortfall in income and expenditure for the next financial year and what increase in hire charges would be required to cover this shortfall.
It was unanimously agreed (proposed Cllr Banks, seconded Cllr Jarvis) to increase hire charges per hour (for the Main Hall only) as follows, applicable from 1st April 2026:

Monday to Friday	Residents	£25
	Non-Residents	£30
Saturday, Sunday & Bank Holiday	Residents	£30
	Non-Residents	£35
Regular Hirer (Weekday/Weekend)	Residents	£18/£23
	Non-Residents	£23/£28

There will be no changes to hire rates for the meeting room.

V25/20 Recommendations to Full Council

There were no other matters for recommendation to Full Council.

V25/21 Date of Next Meeting

The next meeting of the Village Hall Committee will be Tuesday 10th March 2026 at 8.00pm, unless an additional meeting is required prior to that date.

The meeting was closed at 9.05pm.

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

Signed
(Village Hall Committee Chairman)

Date

