



**GREAT HORKESLEY PARISH COUNCIL**  
**MINUTES OF THE VILLAGE HALL COMMITTEE MEETING**  
**HELD ON TUESDAY 4<sup>TH</sup> MARCH 2025**  
**IN GREAT HORKESLEY NEW VILLAGE HALL AT 8.00PM**

**Those present:**

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

**In attendance:**

P Grogan (Caretaker)  
G Leete (Booking Manager)

**V24/21 Chairman's Welcome**

The Chairman welcomed everyone to the meeting and introduced the new Bookings Manager, Mrs Leete.

**V24/22 Apologies and Reasons for Absence**

Apologies were received and approved from Cllr Jarvis.

**V24/23 Declaration of Interests**

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

**V24/24 Minutes of Previous Meeting**

The minutes of the Village Hall Management Committee Meeting held on Tuesday 10<sup>th</sup> September 2024 were approved and signed as a true and accurate record.

**V24/25 Reports**

- (a) Reports from the Booking Manager covering September 2024 to February 2025 were circulated to members prior to the meeting. There were no questions from members. Mrs Leete confirmed that she will start up a Facebook page specifically for the Village Hall and will start to advertise the spaces we currently have available for regular hirers.
- (b) Mr Grogan reported that the microphone and sound system are getting very old and will need replacing soon.  
There were a lot of complaints about the temperature of the hall over the last couple of months (for one child's birthday party it was 16°C). Mrs Leete has downloaded the heating app onto her phone and will look to take over management of the heating as soon as possible.  
Mr Grogan also reported that regular hirers are often arriving up to half an hour before their time slot and leaving late. Mrs Leete will send a reminder email to all regular hirers stating that if they require time to set up prior to their hire, they need to add this additional time to their booking.

**V24/26 Village Hall Hires**

The Clerk confirmed that over the last two years, the hire charges for all regular hirers have been brought in line so they all pay the same charges in accordance with the fees stated on the council website (except one has a slight reduction on the meeting room hire charge due to the very high number of hours and days that they hire the entire building for). However, when the previous Booking Manager left, it was brought to attention that the Afternoon Tea group that meets one afternoon per month does not pay any hire fees. The original agreement was that any funds raised by the group would be paid back into improvements or items purchased for the Village Hall, but this has not happened for some time.

**It was unanimously agreed** (proposed Cllr Burns-Langton) that this agreement can continue, due to the group being an important community hub for the older population in the village, as long as funds raised do continue to be put back into the Village Hall (the Committee suggested that next time, new utensils for the kitchen be purchased).

#### **V24/27 Servicing & Equipment Contracts and System Upgrades**

(a) The Clerk reported that since the last meeting, PPL PRS licences for the year ahead have been renewed, the fire alarm and emergency lights systems have been serviced, and the electricity was due to switch to Octopus Energy earlier today.

(b) The Clerk confirmed that the previous cleaner is no longer able to continue with quarterly deep cleans of the hall. The Clerk instructed a new cleaner, Mrs Phillips, to complete a clean of the hall in January when the Caretaker was on holiday, and the Committee and Caretaker were pleased with her work.

**It was unanimously agreed** (proposed Cllr Burns-Langton) to continue to instruct Mrs Phillips to do a deep clean of the kitchen and oven and any other necessary areas quarterly or sooner if required, and to cover times when the Caretaker is on holiday.

(c) The Clerk had contacted four carpet cleaning companies and had received one quote, from Super Clean.

**It was unanimously agreed** (proposed Cllr Banks) to instruct Super Clean to clean the carpets of the Village Hall every six months, up to a cost of £100 per clean.

#### **V24/28 Medium- and Long-Term Plans**

(a) Members discussed and reviewed the medium- and long-term plans list for the Village Hall. Replacing the floor mat, sorting cables near the entrance and putting in more lighting by the entrance has all been completed, so can be taken off the plan. Quotes to replace the fire exit doors will be sought urgently, as this is within the budget for the next financial year.

Quotes to improve or install the heating and cooling system will also be sought, for discussion at a future meeting of the Committee or Full Council.

(b) The addition of more solar panels will be on the agenda for the next Full Council meeting.

(c) Cllr Burns-Langton will investigate options for improving lighting in the car park and bring this to the next Committee meeting.

#### **V24/29 Hire Conditions & Charges**

(a) The Hire Conditions for Regular Hirers were reviewed and approved.

(b) The Hire Conditions for One-Off Hirers were reviewed and approved. The Clerk will look into whether we need to see a copy of the Public Liability insurance for companies that provide bouncy castles for hires.

#### **V24/30 Policies & Procedures**

(a) The Fire Safety Policy & Emergency Plan was reviewed and approved.

(b) Reviewing the Fire Safety Risk Assessment is to be deferred to the next meeting.

(c) The Village Hall Risk Assessment was reviewed and approved.

#### **V24/31 Terms of Reference**

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

#### **V24/32 Recommendations to Full Council**

There were no other matters for recommendation to Full Council.

#### **V24/33 Date of Next Meeting**

The next meeting of the Village Hall Committee will be Tuesday 3<sup>rd</sup> June 2025 at 8.00pm.