

## BROOMFIELD PARISH COUNCIL

Dear Members of the Village Hall Committee

You are summoned to attend the forthcoming meeting of Broomfield Village Hall Committee to be held in the Council Office at Broomfield Village Hall at 12 noon on Monday 7<sup>th</sup> October 2019 for the purpose of transacting the business shown on the agenda.



Michael Letch  
Clerk to the Council  
2<sup>nd</sup> October 2019

19/19.	<b>Members attending</b> <b>Chairman</b> <b>Trevor Jones</b>  <b>Present</b> <b>Cllr Hubble,</b>  <b>Apologies</b> <b>Cllr Faulds</b>
19/20.	<b>Declarations of interests</b> There were no declarations of interest made.
19/21.	<b>Public Question Time</b> There were no members of the public present.  It was noted that the Village Hall Committee does not need a public session and this will be discontinued.
19/22.	<b>To consider advertising for a relief Caretaker/cleaner</b> To arrange relief holiday cover 23 <sup>rd</sup> to 30 <sup>th</sup> October.  ML to be in the office on 26 <sup>th</sup> .  Concerns about evening lock-ups was noted and it was agreed to ask councillors to offer cover.
19/23.	<b>To add an additional emergency contact number for the Village Hall – update from Trevor Jones.</b>  No update.
19/24.	<b>Financial Matters</b>
a.	The monthly financial reports were noted.  As the committee now receives regular reconciliations, it would be better to move the meeting date back to the second week of the month.

b.	<p>To receive quotations for the decoration of the Village Hall.</p> <p>MTM decorating was the preferred contractor, but prices are needed for the kitchen and toilets.</p>
19/25.	<p><b>Front door repair</b> – the Clerk confirmed that there was no response to the offer of including a five-year warranty. It was agreed to go ahead with the repair.</p> <p><b>Internal fire door</b> – AA insurance claim confirmed.</p> <p><b>Skylights.</b> Velux remote control ordered.</p>
19/26.	<p><b>MUGA – update regarding grants to repair the lighting.</b></p> <p>Agreed that MT will authorise the upgrade to LED with a request to the Parish Council for support with the funding.</p>
19/27.	<p><b>To note the days for deep clean of the Village Hall will be the 2<sup>nd</sup> and 9<sup>th</sup> November.</b></p> <p>Cover required to open the hall and empty the kitchen.</p>
19/28.	<p><b>To receive Health and Safety Inspections for the Village Hall and car park.</b></p> <p>The reports were noted.</p>
19/29.	<p><b>Items for next agenda</b></p>