Bovingdon Parish Council

Memorial Hall Management Committee
meeting held in The Memorial Hall, Bovingdon on
22nd April 2026 starting at 6.30 p.m.

Present:
Councillor Julie Steer (Chairman)
Councillor Phillip Walker
Councillor Karen Bregazzi – Jones

Also present:
Gemma Coventry, Parish Clerk

1.	**Appointment of Chairman of the Memorial Hall Management Committee to hold office until the next Annual Meeting of the Parish Council**	
	Councillor Steer was appointed Chairman of the Memorial Hall Management Committee to hold office until the next Annual Meeting of the Parish Council.	
2.	**Apologies for Absence**	
	Councillor Mike Foulds, Councillor Pauline Wright was absent and no apologies were received.	
3.	**Declaration of Interests linked to any of the Resolutions**	
	None	
4.	**Minutes of Meeting held on 21st November 2023**	
	It was agreed by those present at this meeting that the minutes of the meeting held on 21 November 2023 were a true representation of the meeting and the minutes were signed by Councillor Steer.	
5.	**Matters arising from the Minutes of the Meeting held on 21 November 2023**	
	All actions points had been completed or superseded. It was agreed to close all action points and reraise as necessary.	
6.	**To discuss the draft budget for 2026 – 27**	
	It was agreed that the Committee was content with the proposed budget increases, which had been calculated in accordance with the rise in RPI. It was further agreed that a further meeting would be held in November to consider the budgets in greater detail. Councillor Steer reported that the special projects budget included provision for the following items: New hall garden furniture – £1,000 The furniture has been ordered and partly delivered. The tables remain outstanding, and some chairs were received damaged. The office is liaising with the supplier to rectify the matter. Fire safety cupboard Councillor Walker agreed to seek quotations. This work is required as part of the ongoing fire safety inspection programme. It was also noted that the annual running costs of the hall continue to increase year on year, although these increases have been factored into the budget.	Councillor Walker
7.	**Hall Checks**	
	Councillor Steer advised the Committee that hall checks should be carried out every four to six weeks and noted that she is currently the only member undertaking these checks. Councillors Walker and Bregazzi-Jones confirmed they are willing to assist. It	Councillor Walker/ Councillor

	was agreed that a date in May will be arranged with the office for them to meet and review the required procedures, after which a rota for future checks will be established..	Steer/ Councillor Bregazzi – Jones
8.	**Issues & progress report**	
	Councillor Steer advised that the soap dispensers currently installed in all toilets within the Memorial Hall can only be used with a specific type of refill, which is no longer available. This may result in the need to replace all dispensers, which would be costly. It was agreed that, for the time being, soap will be provided in a freestanding dispenser bottles. This arrangement will be monitored to assess their effectiveness and to ensure they are not removed, as this would present a more cost-effective alternative to replacing the existing dispensers. Parking on the forecourt remains an issue. The office continues to issue parking tickets; however, this is currently limited to office opening hours. It was agreed that Hall Committee members will notify the office of any misuse observed out of office hours, so that further action, including the issuing of tickets where appropriate, can be taken. Hall bookings are currently strong, largely due to the church being closed for refurbishment and church groups temporarily relocating to the hall. In addition, there has been a noticeable increase in party bookings, which is a positive development. Several Hall user issues raised and are being monitored by the office.	
9.	Date of next meeting – to be agreed	
	Meeting closed at 7.33 p.m.	
