



## VILLAGE HALL MANAGEMENT COMMITTEE

### MINUTES of the MEETING ON THURSDAY 1<sup>st</sup> FEBRUARY at 6.00PM in the 2018 VILLAGE HALL, LOUNGE

**Present:** Cllr R Bennett (RB)(Chairman), Cllr G Lenihan(GL)(Vice Chairman), Cllr I O'Donoghue(IO), Lyndsey Atkins(LA), Jacqui Shurer-Lewis(JS-L), Enda Brandreth(EB) and Terry Collins (TC)

1. DECLARATIONS OF INTEREST - None
2. APOLOGIES FOR ABSENCE – Apologies were received from Sally Ball.
3. MINUTES OF MEETING OF 16<sup>TH</sup> NOVEMBER 2017 – The minutes of the meeting on 16<sup>th</sup> November were approved as a true record of the meeting.
4. ACTIONS FROM THE MEETING OF 16<sup>TH</sup> NOVEMBER 2017
  - a Removal of dead leg piping – JSL awaiting a report from Worth's as to when this might be done. The work is likely to be carried out at half term.
  - b JS-L indicated that quotes for the new locks for the hall and entrance doors had been received @ £135 for each lock including fitting (this could be paid for from the current year's improvements budget) – Parish Council has requested a copy of the recommendation. – *The CEC Compliance Officer made the recommendation for the locks to be changed to comply with fire regulations for emergency exits. We are currently awaiting a date for the installation of the new locks – **Completed.***
5. VILLAGE HALL SECURITY & LIGHTING
  - New yale lock for lounge kitchen rear door. Estimated cost £85 plus VAT. The Committee agreed to fit the same type of lock which has been fitted to the front door and to do away with the old yale lock and the mortice lock. The cost will be £135 plus VAT including fitting and it will be keyed alike with the front door lock.
6. CLEANING & CARETAKER ARRANGEMENTS
7. VILLAGE HALL MAINTENANCE/REPAIRS
  - Annual cleaning and maintenance of Hall Floor – Agreed to schedule in summer holidays as floor is in good condition – liaise with JS-L on dates.
  - 5 year electrical inspection – Electrical Certificates for works – one certificate outstanding certificate from Knutsford Construction and two for the works carried out in the Lounge when the ceiling and lighting were replaced and the hearing loop installed. **Action:** Clerk to contact I Hales at CEC reg certificates.
8. LATE PAYMENTS - Report on overdue payments – One late payment – Clerk to give phone number to RB.
9. COMMITTEE ROOM ALTERATIONS - Goostrey Parish Archive – RB briefed the committee that the Archive May be moving to the Village Hall and that if it did it would be housed in the Committee Room. At present discussions regarding the amount of information and the group going forward are taken place. RB will let the VHMC know once there are more firm plans.

## 10. ANY OTHER BUSINESS

- EB brought up the issue of hirers making a telephone booking for a specific time and then sending in a form on which they are added time before and/or after the original telephone booking. There are also issues of people making a telephone booking and then not sending in a form and they have to be chased. It was agreed that a telephone number and e-mail address needs to be taken at the point of telephone booking so that contact can be made with the hirer after the initial call. Additionally, the Booking Clerk needs to reiterate to hirers that if they do not send the form in two weeks their provisional booking will be cancelled. IO indicated that this was something that could be covered at the proposed Staff Meetings, but that they would not start until after the next PC meeting as PC approval was required.
- IO brought up the question of the gritting of the car park and paths. JS-L indicated that it was difficult at the moment as they were short on resource for caretaking. But they were reviewing their current contracts and it was likely that something could be arranged. In the meantime RB has purchased two bags of salt for use on the paths at the Village Hall
- SJ raised the issue of the Hold position on the boiler panel in the Village Hall – if someone turns off the heating before it goes off and they turn back the timer, the boiler is continually left on. JS-L had been made aware of a large amount of usage of heating oil during the Christmas period which means this could have happened and there had been a second incidence of the control left in the hold position this week. The cost to replace the control with one that does not have a hold option is around £160.00 plus VAT. Additionally, one of the indicator lights needs replacing. The committee agreed to change the panel and the light bulb. **Action:** Clerk to place order for the work with Terry Dodds.
- IO also asked that now the new Kitchen is in place and that we have had feedback can we look at ordering 100 place settings. He suggested that SJ got in samples and prices for the different options from suppliers for the Committee to consider. **Action:** SJ to get quotes and samples of plain white crockery.

## 11. DATE OF NEXT MEETING – 17<sup>th</sup> May 2018 at 6pm in the Lounge.