



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING ON TUESDAY 8th JANUARY 2018 at 6.00 pm

in the VILLAGE HALL, LOUNGE

Present: Cllr P Godfrey(PG)(Chairman), Cllr D Roberts(DR), Mrs S Ball (SB)(VHPFF), Mrs E Brandreth(EB)(VHPFF) and Miss L Atkins(LA)(School)

In Attendance: S Jones (Clerk to the Parish Council), Janet Keates (Village Hall Supervisor)

1. DECLARATIONS OF INTEREST – There were no declarations of interest.
2. APOLOGIES FOR ABSENCE – Apologies were received from Mrs J Schurer-Lewis and Mr T Collins.
3. MINUTES OF MEETING OF 27TH NOVEMBER 2018 – LA requested that Item 6 be updated to reflect that the School Caretaker was unable to clean the floor before the booking as it followed immediately after School Sports. **Resolved:** *The minutes of the meeting were accepted as a true record of the meeting with the amendment.*
4. ACTIONS FROM THE MEETING OF 27TH NOVEMBER 2018
 - a. JS-L to remind the School Caretaker to check the door is locked after School Sports on a Friday morning. **Completed.**
 - b. Proposal to replace Windows in the Lounge and Main Hall - SJ to put this forward to the Parish Council at the Meeting on 11th December. *The Parish Council approved the proposal and costs. Completed.*
 - c. LA & JS-L to have a look at the GoPak tables at the Scout Hut and Youth Centre and report back to SJ on their suitability for use in the Village Hall. *LA reported that she and JS-L were happy that the tables in the SH&YC would be suitable for the school lunches. Completed.*
 - d. **Action:** *SB agreed to take a look at them and report back to the Clerk.*
 - e. SJ to round the figures up or down to the nearest 50 pence, and to review the cost of caretaker services and caretaker services with cleaning in relation to the hourly rate of the Village Hall supervisor and to provide figures for the Lounge. The figures should be circulated to all members of the Committee before the next meeting. The Parish Council would need to approve the figures and they need to be notified to hirers as soon as possible. **Completed.**
 - f. LA asked if SJ could find out how many hours the School and PTA were entitled to use free of charge. **Action:** *SJ to find out and inform LA. The Clerk had reported to LA that the number of free hours shared between the School and the PTA were 30, and that the free hours applied to the hall only. Currently the Village Hall had not been charging for the Lounge either, but in future the Lounge would be charged for. Historically caretaker services had been charged at the higher rate, however, as the PTA generally set up the event it was agreed that for each event the level of caretaker services required should be agreed in advance with the PTA. LA to go back to the PTA with this information. Completed.*
 - g. SJ to communicate the timescale for alternative Friday bookings to the Rural Touring Theatre and Goosfest. *The Clerk had reported to The Touring Theatre and Goosfest regarding the*

timescale for advising the School of Friday events which would clash with School Gymnastics. The Rural Touring Theatre production had been arranged successfully. **Completed.**

5. VILLAGE HALL SECURITY & LIGHTING – The Clerk reported that the spot lights and coloured lights on the stage were no longer usable as they posed a risk to the user. This means that the discussions with Goosfest regarding the new stage lighting are carried out as soon as possible so that a safe solution can be implemented as soon as practically possible.
6. CLEANING & CARETAKER ARRANGEMENTS - There were none to report.
7. VILLAGE HALL MAINTENANCE/REPAIRS – At its December meeting, the Parish Council had agreed to contributing 15% of the cost of replacement windows in the Hall and Lounge. The work would be done during the school summer holiday. The Clerk asked LA who designed and installed the School sign on the side of the Sunshine Room as the Parish Council was interested in having a similar sign on the Village Hall. This is to ensure that the new Connected Community Centre sign does not dominate the very small Village Hall sign.
8. LATE PAYMENTS - Report on overdue payments – There were no late payments to report.
9. REVIEW OF HIRE AND SERVICE CHARGES FOR 2019/20 - SB suggested that the charges for the Lounge Caretaker services were set at £5.00 and £10.00. The Clerk confirmed that charging would be to the next half hour not quarter hour as it had been previously. **Resolved: The VHMC approved the new hire and service charges with the amendments listed above. See Appendix for details.**
10. CAPITAL PROJECTS – Bar Servery update, Stage Lighting, Tables & Chairs – Once the projects have been specified and a basic cost obtained they documentation must be handed to the Capital Projects Working Party to consider and progress.
11. ANY OTHER BUSINESS
 - Joint Use Working Group – The Clerk explained that the Parish Council had set this up in order for the members of the Parish Council to understand how the Joint Use Agreement worked, and in particular in relation to the recharge. The Working Group had yet to meet.

12. DATE OF NEXT MEETING – 2nd April 2019

APPENDIX

Room	VILLAGE HALL CHARGES REVIEW - effective from 1st April 2019							
	Daytime 8am to 7.00pm				Evening 7.00pm to Midnight			
	Parish		Non Parish		Parish		Non Parish	
	current	new	current	new	current	new	current	new
Hall	£7.68	£8.00	£12.08	£12.50	£11.00	£11.50	£16.64	£17.50
Bar Servery Kitchen	No Charge -----		No Charge -----		No Charge -----		No Charge -----	
Lounge	£6.60	£7.00	£8.80	£9.00	£8.80	£9.00	£12.08	£12.50
Committee Room	£5.48	£6.00	£5.48	£7.50	£5.48	£6.00	£5.48	£7.50
School Kitchen*	£50.00	-	£75.00	-	£50.00	-	£75.00	-
* For hire to professional Caterers Only, Rose day rate £25.00								
Supervisor rate of Pay is £9.62 per hour								
	Current							
	Hall		New					
Caretaker Services 1.5 hrs	£12.50	£17.50						
Full Caretaker Services - 2 hrs	£20.50	£23.00						
	Lounge							
Caretaker Services - 20 minutes	£5.00							
Full Caretaker Services - 40 mins	£10.00							
Caretaker Services Loung & Hall	£21.50							
Full Caretaker Services Lounge & Hall	£31.00							
Charging is to be to the next half hour eg 8.30am to 9.45am would be charged at 1.5 hours								