



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES OF THE MEETING ON TUESDAY 18<sup>th</sup> JUNE 2019 at 6.00 – 7.15PM

in the VILLAGE HALL, LOUNGE

**Present:** Cllrs Beckham (NB)(Chairman), Roberts (DR)(Vice-Chairman), Morris (KM), Sulej (JS), S Ball (VHPFF), E Brandreth (VHPFF), L Atkins (School), J Schurer-Lewis (School)

**In Attendance:** J Keates, Village Hall Supervisor and S Jones – Clerk

1. ELECT A CHAIRMAN - **Resolved:** *Cllr Neil Beckham was elected Chairman.*
2. ELECT A VICE CHAIRMAN - **Resolved:** *Cllr Dave Roberts was elected Vice-Chairman.*
3. DECLARATIONS OF INTEREST – No declarations of interest were registered.
4. APOLOGIES FOR ABSENCE - Apologies for absence were received from T Collins (VHPFF).
5. MINUTES OF MEETING OF 2<sup>ND</sup> APRIL 2019 - **Resolved:** *The minutes of the Meeting on 2<sup>nd</sup> April were accepted as true record of the meeting with the date of the meeting amended from 2018 to 2019.*
6. ACTIONS FROM THE MEETING OF 2<sup>ND</sup> APRIL 2019
  - a. Tables & Chairs - Clerk to arrange a meeting with a supplier to progress. **Completed.**
7. CLEANING & CARETAKER ARRANGEMENTS – The Clerk informed the School that the main door can be programmed to allow access to any School events and that if this service is required JK will require at least a day's notice to program the door with the start and end times of the events.
8. VILLAGE HALL MAINTENANCE/REPAIRS – JS-L informed the Committee that there were new “Hot Working” (use of soldering irons, heat guns etc) regulations and a form similar to the asbestos form would need to be completed by any trades people or contractors carrying out this type of work. **Action:** JS-L to send details to the Clerk when they are available.
9. LATE PAYMENTS - Report on overdue payments – The Clerk informed the meeting there were no late payments to report.
10. VH RECHARGE – KM explained that there were currently two issues to be resolved.
  - a. Copies of the electricity invoices for the Village Hall are required in order that the Parish Council can reconcile the Recharge Bill for 2018/19 with the charges on the invoices.

JS-L explained that the facilities management administration for the Village Hall which consists of cyclical maintenance, Fire Certification, Legionella Testing, Fire Alarm testing etc is done by the School at the behest of Cheshire East, however, the school is not compensated by Cheshire East for fulfilling these services. She provides a copy of the invoices which are received by the School and which are put onto the recharge to the Parish Council, however, the electrical charges are stored in a central system and would need to be pulled off that system. It is not something that she has time to do given her work commitments for the School.

**Action:** Clerk to find a contact at Cheshire East to discuss the requirements for invoices to be provided with the Recharge Bill.

- b. The figure of £1353 which affords the Parish Council a reduction of 85% on charges to the Landlord and Tenant Maintenance categories for the first £1353 spent on those categories of expenditure has been in place since the Joint Use Agreement started in 1985. The Parish Council wishes to request that Cheshire East increase this sum to the equivalent sum at today's prices which would mean increasing the figure to £4,065.

JS-L and LA indicated that they felt this should be discussed with Cheshire East as it may mean changes to the Joint Use Agreement.

**Action:** Clerk to find a contact at Cheshire East to discuss this further.

## 11. VH REPORTS

- a. Clerk and VH Supervisor to present updated reports on the usage and income of the Village Hall - The reports were presented and it was agreed that a maximum occupancy value needs to be agreed for a week day and a weekend with the Hall, Lounge and Committee Room. The occupancy can then be calculated as a percentage of those hours to give more accurate figures. **Action:** Clerk to work with NB to progress this.
- b. Actual vs Budget for Quarter 1 - 2019/20 – **Action:** Clerk to add income from lettings to this report.
- c. Marketing Update – JK informed the Committee that the Facebook site for the Village Hall was now live and she had been adding items to it. The idea is to use the Facebook site to raise awareness of what we have to offer at the Village Hall and to push hirers to our website for details of how to book. **Action:** JK to check that the Village Hall Web Page and Facebook Page are easy to find using a web search. Clerk to find out if we can raise the profile of the website in searches and to edit the photos on Facebook to include hiring details.
- d. Online Booking System Update – The Clerk reported that previously, three systems had been reviewed. One had proved to be too basic. One was very good but would be expensive to run ie 3% of income per quarter or £250 a quarter. The third whilst not as function rich as the most expensive system, it has the capability to be run on the website, allows for different pricing structures, can convert bookings to invoices, track payments and allows hirers to book themselves or for bookings to be made by the administrator. This system is HallMaster, it costs just under £200 per year, which makes it significantly cheaper to run. NB recommended that the Committee recommend to the Finance Committee that we go ahead with HallMaster, providing that we receive favourable feedback from existing users of their system.

**Resolved:** *The VHMC resolved to recommend the implementation of HallMaster as the Village Hall online booking system to the Finance Committee at the next Finance Committee Meeting.*

**Action:** Clerk to obtain feedback from existing HallMaster users and feedback to the Committee.

## 12. CAPITAL PROJECTS

- **Bar Servery design** – The Clerk provided the Committee with the initial designs. NB, SB, JK and the Clerk would meet with the designer to discuss and refine the design (as soon as possible).
- **Stage Lighting design & estimate** – SB presented the lighting spec and quote obtained from Ian David Group (see appendix). Goosfest will indicate before 2<sup>nd</sup> July which lighting option they prefer from the alternatives given. **Resolved:** *The VHMC resolved to put the lighting proposal forward to the Finance Committee at the next Finance Committee Meeting.*  
**Action:** Clerk to obtain two further quotes for the specified equipment and installation.
- **Tables & Chairs** – The Clerk confirmed that she had met with JS-L and the school lunchtime staff to discuss the practicality of the tables and chairs for proposed purchase. Everyone was in agreement that the new arrangements (see appendix) for storing the tables and chairs and the new tables and chairs themselves would be much more practical. The Clerk presented 3 quotes:
  - a) Egan Reid – £5,715.45 + VAT (plus £100 + VAT to unpack, place furniture and recycle packaging)
  - b) GoPak - £6287.36 +VAT

c) Church Buying Group - £6177.51 + VAT

The lowest quote was from Egan Reid who had also helped work out the storage solution. The Committee Agreed that this quote would be the best option and also recommended the addition of £100 for unpacking and recycling the packaging of the new furniture.

The School agreed to make a contribution of £2,000 to the purchase of the Chairs and Tables.

**Resolved:** *The VHMC resolved to put the proposal for the purchase of new tables and chairs to the Finance Committee at the next Finance Committee Meeting.*

- Village Hall & Lounge/Kitchen Windows – The Committee reviewed the quote of £7,794.56 from Cheshire East which includes the windows for the toilets, Committee Room and Parish Office. After some discussion the Committee agreed to recommend the Parish Council accepts the quote for the windows excluding the windows for the toilets, Committee Room and Parish Office at a cost of £2,505.56 + VAT, subject to the Parish Council and the School being able to select a window design suitable to the needs of hirers and the school. The Parish Council will pursue its own quotes for replacement windows for the other areas.

**Resolved:** *The VHMC resolved to recommend to the Parish Council to accept the quote for the replacement windows for the Village Hall and Lounge/Kitchen at a cost of £2,505.56 + VAT, subject to a suitable design being supplied by Engie/CEC.*

13. CONNECTED COMMUNITIES UPDATE – The Clerk reported that Connected Communities has asked for two meetings. One regarding the next instalment of the grant and the other to meet the new contact at Cheshire East. The Clerk indicated that this was a substantial amount of time given that we currently only have one event scheduled in the Village Hall. **Action:** The Clerk agreed to find out if the grant needed to be repaid to CEC if it was not used for events and if so that no more monies should be accepted until the current amount was spent. She would also request more support for organising events.

14. CORRESPONDENCE – The Clerk raised the mail from Goosfest which had been received.

**Resolved:** *The VHMC resolved to delegate the reply to the Goosfest e-mail to the Clerk and the Chairman.*

**Action:** The Clerk and Chairman to reply to the e-mail.

15. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING

- Results of the Scouts Assessment of the Village Hall – The Clerk updated the Committee on the survey that Scouts carried out in the Village Hall to assess if it is friendly for people suffering with dementia. The Scouts had also create some very useful signs which the Committee agreed should be put up on Rose Day to help anyone attending the event who may suffer from dementia.

16. DATE OF NEXT MEETING – The date of the next meeting will be Tuesday 1<sup>st</sup> October at 6.00pm.