



VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES of the MEETING on TUESDAY 4th MAY 2021
at 6.00 PM Via VIDEO CONFERENCE

Present: Cllr Beckham (NB)(Chairman), Cllr Sulej (JS), L Atkins (LA)(School), J Schurer-Lewis (JS-L) (School), K Few (KF) (School Governor) & T Goodwin (TG(School Governor))

In Attendance: S Jones Clerk to the Council

1. **DECLARATIONS OF INTEREST** – There were no declarations made.
2. **APOLOGIES FOR ABSENCE** - Apologies for absence were received from Cllr Roberts and S Ball.
3. **MINUTES** – To approve the minutes of the meeting on 9th March 2021 (view minutes at <https://goostrey.info/wp-content/uploads/2021/03/VHMC-Minutes-09032021-draft-v1-plus-appendices.pdf>) - **Resolved:** *The minutes of the meeting of 9th March were accepted as a true record of the meeting.*
4. **ACTIONS FROM THE LAST MEETING**
 - i. JS-L to send copies of any invoices which the School has submitted to CEC which are included in the recharge to the Clerk by 19th March 2021. **Completed:** The outstanding invoices listed on page 4 were submitted to the Clerk on 29th April 2021.
 - ii. JS-L to send copies of any invoices which the School has submitted to CEC which are included in the recharge to the Clerk by 19th March 2021, excluding electricity invoices which are sent direct to CEC. **Not Completed. Action:** JS-L agreed to submit the invoices to the Clerk by 14th May 2021.
 - iii. Clerk to contact CEC to ask for the percentage of the Electricity bills charged to the Parish Council to be reduced significantly whilst the Village Hall has been closed. **Completed:** No response from CEC Recharge Team, however Head of Finance suggests talking to the School.
 - iv. Clerk to contact the PCSO for advice regarding local residents' vehicles being parked in the Village Hall car park, in the day and overnight. **Completed:** PCSO has indicated it is not a Police Matter.
 - v. Clerk to contact the housing association again regarding the gateway. **Completed.**
 - vi. Clerk to order some heavy-duty rubber gloves. **Completed**
 - vii. JS-L to provide the current risk assessment and cleaning schedule for the School. **Completed:** JS-L provided a list of what needs to be cleaned before the hall is returned to the School for use after the Elections on 6th May 2021. Risk assessment supplied on 29th April 2021.
 - viii. Clerk to confirm to the School if the emergency exit will be used on 6th May. **Completed:** The Clerk confirmed to JS-L that the use of the emergency exit at the end of the toilet corridor will be used on 6th May to enable a one-way flow through the building.
5. **RECHARGE** – The Parish Council has requested the School provides monthly reports (as agreed earlier in the year) on charges made to the Recharge for the year from 1st April 2021 to 31st March 2022. JS-L agreed that going forward she would be able to provide monthly reports from the new CEC Accounts system. However, there was currently a backlog of invoices so there would not be much information on the first few reports. **Action:** JS-L to provide the Clerk to monthly reports listing any charges booked to the recharge account for the Village Hall.

Subsequent to the response from Cheshire East Education Accounts Department it was felt that there was a need for an operating procedure to be laid out and this would be best achieved by asking CEC

to re-start the discussion about the Joint Use Agreement at the September Meeting between CEC, the School and the Parish Council.

Action: Clerk to inform the Parish Council and to contact CEC to request a suitable date.

- 6. SCHOOLS BUILDINGS INSURANCE RENEWAL** - The Parish Council requires confirmation from the School that the sum insured for the rebuild costs for the School Building (including all Parish Council and Joint Use Areas) at renewal, is sufficient to allow for the reinstatement of any improvements made to the building funded by the Parish Council and or the School.

JS-L agreed to raise this matter with the insurance company. **Action:** Clerk to provide J-SL with the cost of the new bar servery and the bar servery kitchen fixtures and fittings (but not the appliances which are listed on the Parish Council's Contents Insurance Policy). JS-L will then take this up with the School's Buildings Insurance provider and report back to the Clerk.

7. VILLAGE HALL MAINTENANCE/REPAIRS

- i. Estimated expenditure to the end of March 2022 – JS-L indicated that there were no specific items to highlight at present. However, she did say that quotes were awaited for the purchase and installation of thumb turn locks for the back doors to the hall/stage, and the costs would be notified to the Parish Council once they were received.
- ii. To consider quotes for the refurbishment of the Hall Floor.

Quotes have been received from the current supplier and two others to sand and re-seal the hall floor using Bona Traffic (the product we currently use)

Quote A – Supplier A (Current)	£2450 + VAT
Quote B - Supplier B	£2200 + VAT (using equivalent to Bona Traffic)
Quote C - Supplier C	£3036 + VAT

Further considerations

The edges of the floorboards are higher than the centre, I am advised that this is an indication that there is some moisture under the floor. It is suggested that we take advice from our chosen supplier and or another expert about the ventilation under the floor to allow for damp to escape. It is possible that air bricks or vents may be blocked. **Action:** Clerk to request further information from the current contractor.

Longer term

The life of the floor will depend on how many more times it is sanded and refinished.

It is proposed that we request an estimate to remove the existing Hall Floor and replace it with a new floor in order that all parties have sight of how much these works are likely to cost and so that the replacement can be funded and planned accordingly at a future date to be determined. **Action:** Clerk to request a quote from the current contractor.

Resolved: *The Committee resolved to accept quote A for £2450 plus VAT, as the best value option, 50% of the costs to be paid by the School and 50% to be paid by the Parish Council.*

- iii. To consider project to replace the steps to the loft and the loft extension.

The Parish Council has asked that the VHMC address the issue of the loft ladder as it is a matter of health and safety and access to the loft is required.

The project to re-board parts of the loft and to create staircase that could be raised and lowered when required is extensive and costly and given the current situation it is suggested that we consider an interim solution. For the time being replacing the aluminium loft ladder with a wooden loft ladder with a handrail, would be a more stable alternative. The cost would be approximately £150 for the ladder and £150 for installation.

This would allow access to the loft for the disposal of documentation and items no longer required and to move heavier items to ground floor storage space. Once this is complete the available storage can be reviewed, and it may no longer be necessary to extend the loft area.

Resolved: *The Committee resolved to accept the quote to replace the existing loft ladder with a wooden alternative at a cost of £300 as an interim measure to enable safe access to the loft area whilst considering if the wider extension plans for the loft are still necessary.*

- 8. CARETAKING & CLEANING** – To consider what further action should be taken regarding vehicles being parked in the Car Park.

Resolved: *The Committee agreed that the Clerk would write to the owner of the vehicle informing them that if they persist in parking in the car park legal advice would be sought and in addition that the gates to the car park would be locked.*

Action: Clerk to inform JS-L when the letter has been sent so that arrangements to lock the gates can be made.

9. RE-OPENING OF THE VILLAGE HALL

- i. School Use of the Hall prior to re-opening. The Parish Council agreed that the School could continue to use the hall after the May half term holiday, subject to advance warning to be given when the Village Hall is to be re-opened.
- ii. Recruitment of Village Hall Supervisor – NB informed the meeting that the position had been advertised and there had been some applications and that interviews would take place on 17th May 2021.
- iii. Current Guidance from ACRE – The Clerk reported that the current guidance in line with the Government Plans to come out of Lockdown were that Community Buildings are still shut. This was likely to change on 17th May 2021. The VH would be arranging a meeting with regular hirers to discuss the re-opening date but there, had already, been significant interest in hiring the Village Hall facilities but cycle clubs, residents etc.
- iv. Date for hirers Zoom meeting – This meeting will be arranged for 1st June 2021 via Zoom by which time the ACRE guidelines from 17th May should be available and will give a clearer picture of what to expect when the last stage of coming out of lockdown arrives on 21st June 2021. **Action:** Clerk to send out invitations to the meeting.

- 10. VH BORDER** – The Clerk reported that the border had been planted and the path laid and that a significant number of donations had been received. Including a donation from a hirer who was due a refund and asked for the money to be spend on the Border project.

- 11. CORRESPONDENCE** – There had been a request for 3 refunds for events cancelled due to the COVID-19 lockdown in March 2020. **Action:** Clerk to process the refunds via the monthly payments schedule for May 2021.

- 12. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** – There were none raised.

- 13. DATE OF NEXT MEETING** – The next meeting will be on 13th July 2021

APPENDIX**4. ACTIONS FROM THE LAST MEETING**

- i. JS-L to send copies of any invoices which the School has submitted to CEC which are included in the recharge to the Clerk by 19th March 2021.

Copy Invoices Required to Complete Reconciliation of Recharge for 2019/20

The following invoices were missing from the bundle sent over by the School in March 2021

Supplier	Amount	Posted Date	Period
Water Plus Ltd	£326.36	4 th June 2019	03 Jun -19*
Water Plus Ltd	£337.92	20 th September 2019	06 Sep -19*
ASH Waste Services Ltd	£70.56	6 th July 2019	04 Jul -19
ASH Waste Services	£74.56	4 th April 202	12 Mar-20

*There are two invoices which were in the pack but applying the percentages for the VH does not match the entries on the recharge as stated above.

Completed: JS-L provided the invoices on 29th April 2021