



VILLAGE HALL MANAGEMENT COMMITTEE

Working Group Meeting

ITEMS FOR DISCUSSION on TUESDAY 13th JULY 2021

at 6.00 PM Via VIDEO CONFERENCE

Parish Council Meetings are no longer permitted to take place via Zoom, in May the Council voted to Delegate Authority for decision making to the Clerk until such time as the Council feels it is safe to meet in person. The Council is holding Working Group meetings for all Committees to ensure that any decisions made by the Clerk are in consultation with the Council, and other Committee Members and the Public. The document pack will be available on Friday 9th July 2021.

1. ELECT A CHAIRMAN FOR THE MEETING

2. DECLARATIONS OF INTEREST

3. APOLOGIES FOR ABSENCE

4. **MINUTES** – To approve the minutes of the meeting on 4th May 2021 (view minutes at <https://goostrey.info/wp-content/uploads/2021/05/VHMC-04052021-Draft-Minutes-v2.pdf>)

5. ACTIONS FROM THE LAST MEETING

- i. JS-L to send copies of any invoices which the school has submitted to CEC for the year 2020/21, which are included in the recharge to the Clerk by 19th March 2021, excluding electricity invoices which are sent direct to CEC. **Action:** JS-L agreed to submit the invoices to the Clerk by 14th May 2021 – JS-L reported that there have been delays in the processing of invoices at CEC. However, she will try to run reports on invoicing prior to 13th July 2021.
- ii. Recharge 2021/22 - JS-L to provide the Clerk to monthly reports listing any charges booked to the recharge account for the Village Hall.
- iii. Joint Use Agreement discussions - Clerk to inform the Parish Council and to contact CEC to request a suitable date – PC informed but no date set with CEC as yet.
- iv. Buildings insurance - 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). **Completed.** **Action:** JS-L will then take this up with the School's Buildings Insurance provider and report back to the Clerk.
- v. Hall Floor Refurbishment – Clerk to book the current contractor to carry out the work. Completed – wc 26th July 2021. Clerk to request further information from the current contractor regarding ventilation under the floor – Clerk to discuss with contractor when they are onsite.
- vi. Vehicles parked in the Car Park - Clerk to inform JS-L when the letter has been sent so that arrangements to lock the gates can be made. Letter sent to the resident, and it does not appear they have parked in the Car Park since. Additionally, the Sanctuary Housing Officer visited the resident on 8th June, and they have been instructed to remove the gate in their fence, the step and no longer to park in the Car Park – **Completed.**

6. BOOKING ARRANGEMENTS

- i. To confirm arrangements for booking the Village Hall using HallMaster and confirmation of arrangements for School use of the Village Hall (see report in pack)
- ii. Update to Government Restrictions from 19th July and information from ACRE

7. VILLAGE HALL MAINTENANCE/REPAIRS - Loft Ladder – Update**8. CARETAKING & CLEANING**

- i. Introduction to new Village Hall Supervisors – Yvonne & Chris Duke

9. CORRESPONDENCE**10. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING****11. DATE OF NEXT MEETING – A date in September to be decided.**

Zoom Meeting Link - Click the link below to join the meeting

<https://us02web.zoom.us/j/88511021267?pwd=Y1lyNTZmclhETitMTkZLclp1SVVrUT09>

Meeting ID: 885 1102 1267

Passcode: 614003

If you have questions about how to join the meeting, please call the Clerk on Monday 12th July between 1.30pm and 4pm on 01477 535825 or 07834230351