



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

AGENDA on TUESDAY 21st SEPTEMBER 2021

at 6.00 PM in the VILLAGE HALL, LOUNGE

1. ELECT A CHAIRMAN
2. ELECT A VICE-CHAIRMAN
3. DECLARATIONS OF INTEREST
4. APOLOGIES FOR ABSENCE
5. MINUTES – To approve the notes of the meeting on 13th July 2021 (view minutes at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/07/VHMC-NOTES-13072021.pdf>)
6. 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. **Completed:** JS-L sent a report for the year to date on 13th July 2021. **Update:** The Invoices for the year 2020/21 are still outstanding. The Clerk sent a list of the GTL which was provided with the recharge statement to JS-L to assist the collation of the list of invoices.
 - ii. 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 yet. **Action:** JS-L and Clerk to arrange a date for the meeting to take place September/October 2021. **Update:** The Clerk made a request for the Annual Meeting with CEC via the Property Service Desk, however, there has been no response.
 - iii. 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. JS-L informed the meeting that their Insurance Company has stopped insuring schools and their new policy is an all-risks policy which is for schools only. The Policy covers the structure of the building, but any risks associated with hiring out the Village Hall and other joint use areas by the Parish Council would need to be covered on the Parish Council's insurance. **Action:** Clerk to raise with the Finance Committee and investigate increasing the Parish Council's insurance cover. **Update:** The Parish Council's insurer has confirmed that the 3rd party public liability aspect of the insurance is covered under the current insurance, however, hirers including groups and businesses are to be reminded (as is stated in the booking terms and conditions) that they must produce their own insurance certificate for 3rd Party Public Liability for their own events held at the Village Hall. The council will further investigate cover for the Village Hall once a copy of the all-risk's arrangement is provided by the school.
 - iv. Hall Floor Refurbishment – Clerk to book the current contractor to carry out the work wc 26th July 2021. **Completed.** Clerk to request further information from the current contractor regarding ventilation under the floor – Clerk to discuss with contractor when they are onsite. **Completed:** However, this needs to be further investigated as it appears some of the ventilation may have been blocked when the ramp was installed. Investigation by a specialist

may be required as the floorboards were cupped before the floor was sanded and this means that the wood on the edges of the boards is reduced in thickness.

7. VILLAGE HALL MAINTENANCE/REPAIRS

- i. **Emergency Lighting Repairs**
- ii. **Damage to electrical socket in the Hall**
- iii. **Outside Tap**
- iv. **Ramps in under stage cupboards.**

8. CARETAKING & CLEANING

- i. Report from VH Supervisor(s) on Bookings and Caretaking arrangements.

9. VH BORDER – To consider winter and spring planting.

10. BUDGETS – To review the budget to date and to set a date in October for a budget meeting.

11. CORRESPONDENCE

12. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING

13. DATE OF NEXT MEETING – A date in December to be decided.