



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE

NOTES from the MEETING on TUESDAY 21<sup>st</sup> SEPTEMBER 2021

at 6.00 PM in the VILLAGE HALL, LOUNGE

**Present:** Cllrs Beckham (NB)(Chairman), Roberts (DR)(Vice Chairman), S Ball (SB)(VHPFF), E Brandreth (EB), L Atkins (LA)(School) & J Schurer-Lewis(JS-L)(School)

**In Attendance:** C Duke (VH), Y Duke (VH) and S Jones, Clerk to the Council

1. **ELECT A CHAIRMAN** – Cllr N Beckham was elected Chairman.
2. **ELECT A VICE-CHAIRMAN** – Cllr D Roberts was elected Vice Chairman.
3. **DECLARATIONS OF INTEREST** - There were no declarations made.
4. **APOLOGIES FOR ABSENCE** - Apologies for absence were received from Cllr Sulej. JS-L explained that the new School Governors will attend once they are in place.
5. **MINUTES** – To approve the notes of the meeting on 13<sup>th</sup> July 2021 (view minutes at <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/07/VHMC-NOTES-13072021.pdf> )
6. **ACTIONS FROM THE LAST MEETING**
  - a. 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 19<sup>th</sup> March 2021, excluding electricity invoices which are sent direct to CEC. **Action:** JS-L agreed to submit the invoices to the Clerk by 14<sup>th</sup> 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 13<sup>th</sup> July 2021. **Completed:** JS-L sent a report for the year to date on 13<sup>th</sup> 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. **Completed.**
  - b. 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. **Update:** Both JS-L and the Clerk have attempted to organise a meeting with members of CEC however, there has been no response. JS-L suggested that it may be possible to have a meeting with the head of the Schools Accounts Team, but that it would be appropriate to have a representative from CEC Legal Department. **Actions:** The Clerk and JS-L will continue to try to organise the meeting. Clerk to contact our Ward Councillor for assistance in identifying an appropriate representative of the CEC Legal Department.
  - c. 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 Councils insurance cover. **Update:** The Parish Council's insurer has confirmed that the 3<sup>rd</sup> 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 3<sup>rd</sup> 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. **Update:** JS-L indicated that it appeared that the gap in cover was satisfied by the Parish Council's insurance policy. **Action:** VH Supervisors to request that local groups and organisations hiring rooms in the Village Hall produce a copy of their current 3<sup>rd</sup> Party Public Liability insurance as stated in the conditions of hire.

- d. Hall Floor Refurbishment – Clerk to book the current contractor to carry out the work wc 26<sup>th</sup> 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. **Action:** Clerk to speak with properties department regarding moisture retention under the floor which may have been caused by the installation of the ramp.

## 7. VILLAGE HALL MAINTENANCE/REPAIRS

- i. **Emergency Lighting Repairs** – Clerk has requested a quote for the Emergency Lighting repairs from Potts, which will be carried out at the same time as the works to the Emergency Lighting repairs for the school. **Action:** JS-L will organise.
- ii. **Damage to electrical socket in the Hall** – JS-L arranged the repair with Potts and the cost will be added to the recharge on a 50/50 basis as it is unclear when the damage occurred.
- iii. **Outside Tap** - The Village Hall does not have an outside tap, the school outside tap is not located in a convenient place to allow the watering of the plants and cleaning the Village Hall windows etc. Use of an outside tap is regularly requested by cycle clubs for use at their events. CD proposed that a pneumatic outside tap is fitted on the outside wall of the bar servery kitchen to allow the tap to be turned on from inside the kitchen, so it is only turned on when required. The cost of the tap and materials is £81.29 inc VAT and the cost of the labour to fit the tap is £80.00 inc VAT. Total cost £161.29 inc VAT.  
**Resolved:** The VHMC approve the purchase and fitting of the pneumatic outside tap.
- iv. **Ramps in under stage cupboards** - The Clerk reported that the ramps were now installed and that she would now be looking at how to organise the stored items on wheels so that items can be moved in and out of the cupboards easily and to maximise the use of the storage area. The cupboards are very dusty, it had been suggested that if the concrete floor was sealed with floor paint it may reduce the dust.  
**Action:** Clerk to obtain a quote to paint the floor in the two central cupboards with light grey floor paint.

## 8. CARETAKING & CLEANING

Report from VH Supervisor(s) on Bookings and Caretaking arrangements – YD delivered a report on the status of bookings, the Open Day, the Facebook page, caretaker, and cleaning arrangements and the COVID cleaning regime. A copy of the report is available on page xx. Points of note were:

- a. The open day had been a success however, there were less people in attendance than had been anticipated.
- b. Bookings from regular groups and new hirers were on the increase.
- c. The chairs and tables in the hall needed a thorough clean and it was noticeable that they had not been cleaned when the hall was handed over by the school. **Action:** CD & YD to notify JS-

L and the Clerk immediately by email if the tables and chairs are not clean on handover in order that appropriate action can be taken.

It was also agreed that thorough clean of the chairs in the hall would be arranged as a joint effort between the school and the parish council. **Action:** Clerk and JS-L to liaise to organise the cleaning of the hall chairs.

- d. It was highlighted that there are a lot of black marks appearing on the hall floor which cannot be removed with the floor cleaner. It is a manual job and we have to be very careful what is used to clean them off. The size of the marks indicates they are most likely to be from black rubber soled shoes or trainers. **Action:** Clerk to ask the contractor if there is any cleaning product which could be used to remove the marks without damaging the floor seal. This items needs to be kept under review.
- e. JS-L reported that someone had entered the hall on Tuesday afternoon at 2.30pm. YD confirmed it had been a brief viewing of the Hall by a potential hirer at a time she believed was not part of the school's hire period. **Action:** CD & YD to book viewings in Hallmaster and to notify the school if they need access to the Hall on a Tuesday in term time between 2.00pm and 3.30pm.
- f. YD raised concerns about the amount of time the COVID cleaning was taking. The Clerk agreed that there was a lot of information to support the fact that transmission of COVID was less likely via hard surfaces and fabrics, but this was not supported in the current guidance that ACRE, the Government, and the Schools Governing Bodies were giving out. **Actions:** The Clerk agreed to investigate, any change in advice, but for the time being the present regime should remain but should be monitored. If the Supervisors felt their hours would need to increase to accommodate the additional cleaning, they should inform the Clerk who would obtain authorisation from the Council for the additional hours.

- 9. VH BORDER** – To consider winter and spring planting. The Clerk reported that the current begonias and silver foliage would be removed from the border mid-October and that there was an option to keep the silver foliage in place for the winter. There was also an option to purchase Bellis daisies for winter planting from the current contractor at a cost of £200.00 + VAT including planting.

Additionally, spring planting needed to be considered and if bulbs were to be planted, they should be ordered.

**Resolved:** The Committee resolved to purchase the winter planting at £200.00 +VAT, to keep the silver foliage and to purchase bulbs including Tete a Tete daffodils and Narcissus to the value of £75.00 plus VAT which would be planted by members of the VHMC (SB, EB and the Clerk).

- 10. BUDGETS** – To review the budget to date and to set a date in October for a budget meeting. The Clerk provided the budget vs actual spend to date (see page 4).

**Resolved:** The Committee resolved to hold a VHMC budget meeting on Monday 11<sup>th</sup> October at 5pm in the Village Hall, Lounge. The school will not attend the meeting.

- 11. CORRESPONDENCE** - None received.

- 12. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** - No items submitted.

- 13. DATE OF NEXT MEETING** – The next meeting of the VHMC will be the budget meeting on 11<sup>th</sup> October and the full VHMC Meeting on 7<sup>th</sup> December 2021 at 6pm in the Sunshine Room, unless the Lounge or Hall are available.

**Goostrey Parish Council**  
**Actual vs Budget Year to Date**  
**Village Hall**

Code Title	Receipts (Current Year)		Payments (Current Year)	
	Budgeted	Actual	Budgeted	Actual
<b>3 Village Hall</b>				
VH Lettings - Hall	4,375.00	384.64		54.54
VH Lettings - Lounge	4,000.00	432.31		64.13
VH Lettings - Committee Room	500.00			
VH Lettings - School Kitchen	100.00		125.00	
VH Lettings - Caretaker Services	975.00	78.75	975.00	67.33
VH Lettings - Performing Rights for Music	165.00		165.00	
VH - Lettings early/late fees	50.00	10.00		
VH Recharge			13,000.00	
VH Improvements			1,000.00	123.75
Performing Rights Licence			165.00	123.37
VH General Maintenance & Supplies			1,500.00	308.58
VH - Covid Cleaning - Hall		16.00		
VH Advertising/Entertainment Budget			500.00	30.04
VH Supervisor Salary				
VH Clerk Salary				
VH - Covid Cleaning - Lounge		32.00		
VH Staff Expenses			200.00	
<b>SUB TOTAL</b>	<b>10,165.00</b>	<b>953.70</b>	<b>25,350.55</b>	<b>2,660.83</b>
<b>NET TOTAL</b>	<b>10,165.00</b>	<b>953.70</b>	<b>25,350.55</b>	<b>2,660.83</b>
<b>V.A.T.</b>		15.75		43.71
<b>GROSS TOTAL</b>		<b>969.45</b>		<b>2,704.54</b>