



VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING on MONDAY 11th OCTOBER 2021

at 5.00 PM in the VILLAGE HALL, LOUNGE

Present: Cllrs Beckham (NB)(Chairman), Roberts (DR)(Vice-Chairman), S Ball (SB)(VHPFF) and E Brandreth (VHPFF)

In Attendance: S Jones, Clerk to the Council.

1. Declarations of Interest - None declared.

2. Apologies for Absence – Apologies for absence were received from Cllr Sulej.

3. Review of the Budget for 2021/22 and Expenditure to 31st March 2022

The committee reviewed the status of the budget vs actuals for the current year. SB commented that the breakdown of expenditure report was very useful. See reports on pages 3-5.

4. Budget for 2022/23

The committee reviewed the draft budget and made some adjustments to General maintenance to include expenditure on the border at the front of the Village Hall which included £400 for summer and winter planting and £171.50 for weeding of the border on 14 occasions between April and March 2022.

The Village Hall income cannot be calculated until the hire charges are reviewed at the meeting on 2nd November 2021. The rest of the Village Hall Budget will be completed at the meeting on 2nd November 2021. See partially updated report on page 6 – 7.

5. Update of the 3-year Budget Plan - The budgets for 2023/24 and 2024/25 cannot be forecast until the budget for 2022/23 is completed. See partially updated report on pages 6 -7.

6. Review of COVID-19 Cleaning Regime - To consider the current regime, and to look at standards from ACRE etc to produce a regime that will work for the Village Hall.

Resolved: The VHMC resolved to discontinue COVID-19 cleaning between hires and to place the responsibility of the COVID-19 cleaning with the hirer as per the current ACRE recommendations. See recommendation report on page 8.

7. Review of Hire Charges – To review the room rates, caretaker services and other charges – Deferred to 2nd November 2021.

8. PRS for Music Licence – To consider incorporating this into the hire charge and not charging it separately – Deferred to 2nd November 2021.

9. Minor Items and Items to be added to the next meeting agenda

i. **Items to be added to the next meeting agenda**

- a. To draft a VHM Committee Terms of Reference for review – **Action:** Clerk draft a new TOR for review.
- b. To Adopt updated VHM Committee Terms of Reference
- c. To consider a request to open the VH Toilets for the Open Gardens Event in June 2022 – Deferred until the VHMC meeting in December.

10. Date of the Next Meeting - 2nd November 2021 at 6pm.

11. Close Meeting – The meeting was closed at 6.30pm.

Goostrey Parish Council
Summary of Receipts and Payments

10 October 2021 (2021 - 2022)

Cost Center 3

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	VH Lettings - Hall	4,375.00	384.64	-3,990.36		54.54	-54.54	-4,044.90 (-92%)
3	VH Lettings - Lounge	4,000.00	428.31	-3,571.69		64.13	-64.13	-3,635.82 (-90%)
4	VH Lettings - Committee Room	500.00		-500.00				-500.00 (-100%)
5	VH Lettings - School Kitchen	100.00		-100.00	125.00		125.00	25.00 (11%)
6	VH Lettings - Caretaker Services	975.00	78.75	-896.25	975.00	67.33	907.67	11.42 (0%)
7	VH Lettings - Performing Rights	165.00		-165.00	165.00		165.00	(0%)
9	VH - Lettings early/late fees	50.00	10.00	-40.00				-40.00 (-80%)
37	VH Recharge				13,000.00		13,000.00	13,000.00 (100%)
38	VH Improvements				1,000.00	123.75	876.25	876.25 (87%)
39	Performing Rights Licence				165.00	123.37	41.63	41.63 (25%)
40	VH General Maintenance & Supj				1,500.00	500.39	999.61	999.61 (66%)
41	VH - Covid Cleaning - Hall		16.00	16.00				16.00 (N/A)
42	VH Advertising/Entertainment Bl				500.00	30.04	469.96	469.96 (93%)
43	VH Supervisor Salary				6,202.95			(67%)
44	VH Clerk Salary				1,517.60	797.65	719.95	719.95 (47%)
45	VH - Covid Cleaning - Lounge		32.00	32.00				32.00 (N/A)
46	VH Staff Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL		10,165.00	949.70	-9,215.30	25,350.55	3,772.35	21,578.20	12,362.90 (34%)

Summary

NET TOTAL	10,165.00	949.70	-9,215.30	25,350.55	3,772.35	21,578.20	12,362.90 (34%)
V.A.T.		15.75			81.34		
GROSS TOTAL		965.45			3,853.69		

Goostrey Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 10-10-2021)

Cost Centre 3 Village Hall**Code Number 2 VH Lettings - Hall**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
27	07/05/2021		01 Natwest Curren		VH Refund	Goostrey WI	X	54.54		54.54	
								Subtotal for Code:	VH Lettings - Hall	£54.54	£54.54

Code Number 3 VH Lettings - Lounge

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
28	07/05/2021		01 Natwest Curren		VH Refund	Goostrey and Holmes Chapel Art Clut	X	64.13		64.13	
								Subtotal for Code:	VH Lettings - Lounge	£64.13	£64.13

Code Number 6 VH Lettings - Caretaker Services

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
42	07/06/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	52.50		52.50	
127	03/09/2021		01 Natwest Curren		Assistant VH Supervisor's Salary	C Duke	Z	14.83		14.83	
								Subtotal for Code:	VH Lettings - Caretaker Servi	£67.33	£67.33

Code Number 38 VH Improvements

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
118	08/09/2021		01 Natwest Curren		VH Ramps for storage under stage	CTS Systems Ltd	Z	120.00		120.00		
128	18/09/2021		02 Caxton FX Pre I		Lock for Loft Ladder	Whiteshaws Northwich	X	3.75	0.75	4.50		
								Subtotal for Code:	VH Improvements	£123.75	£0.75	£124.50

Code Number 39 Performing Rights Licence

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total		
119	10/09/2021		01 Natwest Curren		VH PRS/PPL Licence	PRS for Music	S	123.37	24.67	148.04		
								Subtotal for Code:	Performing Rights Licence	£123.37	£24.67	£148.04

Code Number 40 VH General Maintenance & Supplies

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	07/05/2021		01 Natwest Curren		Blue Rolls 6 pack	Viking Direct	S	11.99	2.40	14.39
26	07/05/2021		01 Natwest Curren		VH Cleaning	CTS Systems Ltd	X	50.00		50.00
52	16/04/2021		02 Caxton FX Pre I		Batteries	Aqualogic Ltd	S	28.50	5.70	34.20
64	08/06/2021		02 Caxton FX Pre I		Laminated Glass	Congleton Glass	S	11.50	2.30	13.80
69	29/06/2021		01 Natwest Curren		VH Cleaning	CTS Systems Ltd	X	50.00		50.00
71	29/06/2021		01 Natwest Curren		VH Cleaning	CTS Systems Ltd	X	75.00		75.00
92	21/07/2021		01 Natwest Curren		VH Gutter Cleaning	CTS Systems Ltd	X	50.00		50.00
130	17/09/2021		02 Caxton FX Pre I		Henry Hoover Bags	Numatic International	X	7.99	1.99	9.98
134	19/08/2021		02 Caxton FX Pre I		VH Covid Suppliers	Amazon	X	15.94	3.98	19.92
136	29/07/2021		02 Caxton FX Pre I		VH Covid Suppliers	Amazon	X	7.66	1.92	9.58
153	19/08/2021		02 Caxton FX Pre I		VH Supplies	Ebay	Z	3.66		3.66
157	17/09/2021		02 Caxton FX Pre I		VH Supplies	Amazon	S	9.75	1.95	11.70
160	07/07/2021		02 Caxton FX Pre I		Numatic Floor Cleaner Hose	Septimus Spares	S	21.66	4.33	25.99
163	13/07/2021		02 Caxton FX Pre I		Gloves	Amazon	S	10.04	2.01	12.05

Goostrey Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 10-10-2021)

177	06/10/2021		01 Natwest Curren		VH Border Weeding	Northwich Town Council	S	36.75	7.35	44.10
178	06/10/2021		01 Natwest Curren		VH Emergency Lighting Repairs	John Potts Electrical Ltd	S	109.95	21.99	131.94
Subtotal for Code: VH General Maintenance & S								£500.39	£55.92	£556.31
Code Number 42 VH Advertising/Entertainment Budget										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
132	28/08/2021		02 Caxton FX Pre I		Refreshments for Open Day	ALDI	X	30.04		30.04
Subtotal for Code: VH Advertising/Entertainment								£30.04		£30.04
Code Number 43 VH Supervisor Salary										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	08/04/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	15.00		15.00
31	07/05/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	15.00		15.00
41	07/06/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	10.00		10.00
96	05/07/2021		01 Natwest Curren		Clerk's Salary	S Jones	Z	20.00		20.00
99	05/07/2021		01 Natwest Curren		VH Supervisor's Salary	Y Duke	Z	135.00		135.00
100	05/07/2021		01 Natwest Curren		Assistant VH Supervisor's Salary	C Duke	Z	80.00		80.00
109	05/08/2021		01 Natwest Curren		VH Supervisor's Salary	Y Duke	Z	284.10		284.10
110	05/08/2021		01 Natwest Curren		Assistant VH Supervisor's Salary	C Duke	Z	185.80		185.80
124	03/09/2021		01 Natwest Curren		VH Supervisor's Salary	Y Duke	Z	318.50		318.50
125	03/09/2021		01 Natwest Curren		Assistant VH Supervisor's Salary	C Duke	Z	151.00		151.00
180	06/10/2021		01 Natwest Curren		VH Supervisor's Salary	Y Duke	Z	455.25		455.25
181	06/10/2021		01 Natwest Curren		Assistant VH Supervisor's Salary	C Duke	Z	341.50		341.50
Subtotal for Code: VH Supervisor Salary								£2,011.15		£2,011.15
Code Number 44 VH Clerk Salary										
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	08/04/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	101.84		101.84
30	07/05/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	101.84		101.84
40	07/06/2021		01 Natwest Curren		Clerk's Salary	S Jones	X	101.84		101.84
95	05/07/2021		01 Natwest Curren		Clerk's Salary	S Jones	Z	127.30		127.30
106	05/08/2021		01 Natwest Curren		Clerk's Salary	S Jones	Z	140.03		140.03
121	03/09/2021		01 Natwest Curren		Clerk's Salary	S Jones	Z	101.84		101.84
183	06/10/2021		01 Natwest Curren		Clerk's Salary	S Jones	Z	122.96		122.96
Subtotal for Code: VH Clerk Salary								£797.65		£797.65
Subtotal for Cost Centre: 3 Village Hall								3,772.35	81.34	3,853.69
TOTALS								£3,772.35	£81.34	£3,853.69

6. Review of COVID-19 Cleaning Regime

COVID-19 Cleaning at the Village Hall

The current regime which has been in operation since the re-opening of the Village Hall in July is unsustainable with the number of events at the Village Hall.

We have consulted Cheshire Community Action our local ACRE contact and have been informed that they no longer recommend that Village Halls carry out COVID-19 cleaning of regularly touched surfaces on behalf of the hirers as it is no longer a legal requirement to do so.

The recommended approach which has been adopted by the majority of Village Halls is for the hirer to clean regularly touched surfaces for themselves at the beginning of the hire and during the hire. This is made clear in the conditions of hire agreement which is signed by the hirers.

The COVID-19 risk assessment becomes part of the Village Hall general risk assessment and there should be a COVID-19 item in the risk assessments for all organisations hiring the Village Hall.

ACRE also recommends that Village Halls continue to provide cleaning products and hand sanitizer and that they perform regular cleaning. We would still recommend keeping rooms well ventilated and for hires to wear masks in confined spaces or generally if they wish to do so.

These changes would stand up to any scrutiny should someone at an event at the Village Hall contract COVID-19.

Plan

- Request approval of the VHMC recommendations by the Parish Council.
- Members of the VHMC will liaise with the school to agree an approach for the handover of the Hall. Whilst this is being agreed COVID-19 cleaning will continue for events in the Hall.
- Regular cleaning is to be carried out once a day in the Lounge, Committee Room, and public areas when events are being held in the Village Hall.
- Update all hirer documentation and the website to reflect the changes.
- Communicate the changes to all hirers
- All hirers will be asked to sign the hire agreement to accept the terms, however, if they still want us to do the cleaning, they can ask for a quote (we cannot offer the cleaning at the rate previously used as it is not economically viable and must be quoted on an event-by-event basis).
- Covid-19 cleaning materials will continue to be provided for the use of hirers.

Risks Associated with Discontinuing COVID-19 Cleaning

- Possibility that hirers will not carry out the cleaning – the likelihood of anyone contracting COVID-19 by touching surfaces is very small. The responsibility for the cleaning would be with the hirer and would not be the responsibility of the Village Hall or the Council.

Risks Associated with Continuing COVID-19 Cleaning

- Excessive hours for Supervisors including multiple visits a day to the Village Hall. In time this will mean that the Supervisors pay will exceed the budget.
- Risk of job dissatisfaction for Supervisors leading to staffing issues.
- Hirers are not happy having to pay for the cleaning charges and in some instances, bookings have been cancelled because of the additional charges

Recommendation

The VHMC requests the Parish Council approves this recommendation to be implemented with immediate effect.