



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE

AGENDA on TUESDAY 7<sup>th</sup> DECEMBER 2021

at 6.00 PM in the VILLAGE HALL, LOUNGE

We will be carrying out a risk assessment prior to the meeting taking place, the windows will be kept open to allow air flow and attendees will be seated 1 metre plus apart and are welcome to wear a face covering. However, it would be very much appreciated if attendees carry out a lateral flow test on the day of the meeting prior to attending.

### 1. DECLARATIONS OF INTEREST

### 2. APOLOGIES FOR ABSENCE

3. **MINUTES** – To approve the Minutes of the meetings on 21<sup>st</sup> September and the budget meetings on 11th October and 2<sup>nd</sup> November 2021. View Minutes at:

- <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/09/VHMC-Minutes-21092021-draft-v2-plus-budget-vs-actuals.pdf>
- <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/10/VHMC-Budget-Meeting-Minutes-11102021-draft-v1-plus-attachments-web.pdf>
- <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2021/11/VHMC-Budget-Meeting-02112021-Draft-Minutes-v-1-with-appendices-web.pdf>

### 4. ACTIONS FROM THE LAST MEETING

- i. 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:** 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.
- ii. Hall Floor Refurbishment –Needs 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.

### 5. VILLAGE HALL MAINTENANCE/REPAIRS

- i. **Emergency Lighting Repairs** – Are these now completed?
- ii. **PAT Testing** – When is this scheduled to take place?
- iii. **Fire Alarm Compliance Testing** - Advance notice of when this is to take place so that hirer's are not inconvenienced by such testing during their events.

### 6. CARETAKING & CLEANING

- i. Report from VH Supervisor(s) on Bookings and Caretaking arrangements.
- ii. Bookings – Potential booking conflicts and business bookings – YD, CD & the Clerk.

- 7. VILLAGE HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE** - To review the new terms of reference drafted by SB.
- 8. UPDATED VH RISK ASSESSMENT** – Clerk to report on the updates resulting from handing responsibility for COVID-19 sanitizing to hirer's
- 9. RECHARGE 2020-21** – To discuss the heating oil and electricity charges during the period when the Village Hall was closed, and the school's contribution towards the waste collections etc.
- 10. NEW HIRE FORM AND TERMS AND CONDITIONS DOCUMENT** – Clerk to report the changes to the documents to the Committee.
- 11. STORAGE SPACE IN THE VILLAGE HALL** - To receive a report from the Clerk on the feedback from CE Building Control regarding the Loft Ladder Replacement and Storage Space at the Village Hall.
- 12. CORRESPONDENCE** - To review any correspondence received since the last meeting.
- 13. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING**
  - i. Marketing Plan for the Village Hall
  - ii. Parish Council Organised Events
  - iii. Grant funding - To consider putting forward a proposal to the Parish Council, for the Council to grant fund events in the Village Hall which are considered to be of a significant benefit to the community.
- 14. DATE OF NEXT MEETING** – A date in March to be decided.