



MINUTES OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING

on TUESDAY 7th DECEMBER 2021

at 6.00 PM in the VILLAGE HALL, LOUNGE

Present: Cllr N Beckham (Chairman), Sally Ball (VHCM), Edna Brandreth (VHMC), Lyndsey Atkins (School) and Jacqui Schurer-Lewis (School)

In Attendance: Yvonne & Chris Duke (VH Supervisors) and S Jones, Clerk to the Council

1. **DECLARATIONS OF INTEREST** – There were no interests declared.
2. **APOLOGIES FOR ABSENCE** – Apologies for absence were received from Cllrs Roberts and Sulej.
3. **MINUTES** – To approve the Minutes of the meetings on 21st September and the budget meetings on 11th October and 2nd 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>

Resolved: *The Minutes of the meetings on 21st September and the budget meetings on 11th October and 2nd November 2021 were accepted as true records of the meetings.*

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. Clerk has requested assistance from Property East. Awaiting response.

5. VILLAGE HALL MAINTENANCE/REPAIRS

- i. **Emergency Lighting Repairs** –JS-L reported that the contractor would be completing the repairs shortly.
- ii. **PAT Testing** – JS-L confirmed that the contractor would complete the PAT testing in December.
- 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. JS-L and LA agreed to notify the Clerk the date when testing is to take place so that hirers can be made aware and have the opportunity to make changes to their bookings if they wish to.

6. CARETAKING & CLEANING

- i. Report from VH Supervisor(s) on Bookings and Caretaking arrangements (see **page 4**)
- ii. Bookings – Potential booking conflicts and business bookings – YD, CD & the Clerk. The Committee advised the Supervisors that business bookings requiring marketing and additional effort by the Supervisors should not be accepted.

7. VILLAGE HALL MANAGEMENT COMMITTEE TERMS OF REFERENCE - To review the new terms of reference drafted by SB (see **page 5**). SB reviewed the document with the Committee. Item 10 will be deleted, and the Working Practices manual will be renamed the Operating Manual and will be developed independently from the terms of reference. JS-L requested a change to the insurance item 17 so that it reads "...Bulidings insurance is currently provided via Goostrey School but this will be reviewed annually". SB will circulate the amended terms of reference to all members of the committee for approval at the next meeting.

8. UPDATED VH RISK ASSESSMENT – Clerk to report on the updates resulting from handing responsibility for COVID-19 sanitizing to hirer's (see **page 7**). **Resolved:** *The committee accepted the revised COVID-19 risk assessment.*

Action: The VHMC will continue to update the Risk Assessment and corresponding procedures at the Village Hall in line with Government and ACRE guidance in relation to COVID019.

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. The Clerk asked for clarification of the services paid by the school during the closure of the Village Hall in 2020/21. JS-L confirmed that the school had paid for the Village Hall waste collection service during 2020/21 as indicated on the recharge for that period but had continued to pay for the service until the end of August 2021. JS-L also confirmed that the school would pay for the heating oil delivery in January 2022, for which the Village Hall contribution would be in the region of £1,000.00. **Action:** Clerk to report the payment of these items by the school to the Finance Committee.

10. NEW HIRE FORM AND TERMS AND CONDITIONS DOCUMENT – Clerk to report the changes to the documents to the Committee. JS-L and LA requested a change to the Terms and Conditions document to reflect that there is now no smoking, including e-cigarettes anywhere on Cheshire East property. This would include the whole of the School, Village Hall, the car park and grounds. **Action:** SJ to update the documents and re-circulate for approval.

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. The Clerk reported that she had spoken to CEC Building Control and an Architect and had been advised that if the access to the loft space was improved the area would need to designated as permanent storage and would be subject to building regulations. She had been advised that the loft area would not be considered suitable for storage to be used by members of the public as it is not on ground level.

Resolved: *The Committee resolved that the loft area is no longer viable for long term storage, and that organisations storing items there would be advised that from 1st July 2022 they would need to store the items elsewhere.*

Insurance – The Clerk also raised the issue that items stored in the Village Hall which are not owned by the Parish Council or the School must be insured by the owners of the items as they are not covered by any other insurance.

Resolved: *The Committee resolved to advise hirers storing items in the Village Hall that they must insure them, accept that they are not insured or remove them to safe storage elsewhere.*

Action: Clerk to arrange to speak with hirers who are currently storing items in the loft area to advise them that if the items cannot be accommodated elsewhere in the Village Hall that they must be removed by 1st July 2022.

12. CORRESPONDENCE - To review any correspondence received since the last meeting. The Clerk reported that she had received a complaint that there were fingerprints and detritus on the connecting door between the lounge and the hall. She has cleaned the door and found that the detritus was mainly of food origin. Any food residue on surfaces in the Hall following use by the school should be reported to JS-L.

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 – suggested date Tuesday 8th March 2022.

Public Forum

A member of the Goostrey Guild attended the public forum to discuss when they might return to the Village Hall as other parties are interested in booking the lounge from 11.15am on a Wednesday from January 2022 onwards. The Committee agreed to book the new hirer in the Lounge until August 2022, and review the start time of the booking from September onwards to allow the Guild to take up their regular slot between 9.30am and 12.30pm. The Guild will be advised that they must make a formal booking at the end of August in order to secure the booking from September onwards.

Goostrey Village Hall Supervisors Report – 7th December 2021

Hall Usage - September, October and November have been busy months

- Of the 40 bookings in September, 3 were annual or private parties the rest were regulars.
- Of the 54 bookings in October, 2 were annual or private parties the rest were regulars.
- Of the 63 bookings in November, 10 were annual or private parties the rest were regulars.

November in particular required a high number of Caretaker Services because of special annual events or private parties.

The one off events also required a lot of attention pre the event, this was in establishing customer requirements, and understanding of hire process & hall facilities, hall viewings, and letting DJ's Bar's caterers etc in.

There have been a number of enquiries that have taken up quite a bit of our time but have not lead to bookings, e.g. a weddings business which upon further communication wanted to share costs with the hall (which we duly turned down) and a request to use the Kitchen's only.

Sadly, the Flower Club have decided to move to Lower Withington

But, we do have "Live Well" to reduce the risk of falling, weekly sessions/ meeting potentially added to our portfolio for next year (if we can resolve the slight overlap with the Guild).

Hall Issues - The hall could do with new Christmas decorations including a new tree, can we be allocated a budget to do this for next Christmas ?

We have noticed a number of our hirers not cleaning up after themselves, food debris on floor, paint and other stains on tables, lights left on, Zip boiler left on etc.

We are in discussion with Sharon to establish a way forward to curtail this problem.

Hirers discipline re Covid is variable, and maybe some of the problem is referring to "Covid Clean" rather than "sanitisation" and all the responsibility being on the hall.

This is being addressed by an "opt in" for any Covid sanitisation undertaken by hall staff for hirers. If not specifically "Opted in" hirers to undertake their own, this is scheduled for Christmas/New Year (NB this may change upon Gov advice)

Promoting the Hall - As well as the Parish Magazine monthly entry, events were also publicized on notice boards and in local shops, on Next Door and Goostrey Matters, and on Facebook.

Via Facebook

- 667 People Reached for the Seniors Lunch Photos
- 398 People Reached for the Senior Lunch Advert
- 567 People Reached for the Little Match Girl in December
- 479 People Reached for Simon & Garfunkel in February 2022
- 478 People Reached for PCSO Sessions

The numbers quoted above do not include adding our pages to Next Door and Goostrey Matters which will increase these numbers.

As a percentage of the Village's population we seem to be reaching quite a healthy number.

Training courses attended:

Safe guarding (via Zoom) - gained a better understanding of the safeguarding responsibilities of a Village hall and its staff.

Infection Control (@ Handforth youth Centre) - was interesting re the way people get infected, but was mostly directed at preventing infection of our ourselves (and so not infect others - e.g. how to don a facemask and clean our hands properly !)

GOOSTREY PARISH COUNCIL

VILLAGE HALL MANAGEMENT COMMITTEE

Terms of Reference

PREAMBLE

1. The Village Hall Management Committee (VHMC) first met in its present form on 30 January 1997. The revised Structure of the VHMC was agreed by the former Management Sub-committee on 9 September 1996 and the full Parish Council on 8 October 1996.
2. The VHMC will act in accordance with the Working Practices Manual (???????) and the "Agreement relating to the Joint Use of the Goostrey Primary School in the County of Cheshire" dated 19 June 1985 (Ref. J T Kellet, County Hall, Chester, 21.4/RH/SMD/PSR004).

TERMS OF REFERENCE

3. The VHMC remains a Sub-Committee of Goostrey Parish Council. Its recommendations must be approved by the full Parish Council prior to action being taken (other than devolved powers on expenditure, see below).
4. The VHMC consists of nine (9) members, comprising 3 Parish Councillors, 3 representatives from Goostrey School and 3 representatives from Goostrey VHPFF
5. Any meeting shall be deemed quorate in the presence of 4 members, which must include at least one representative of each of the constituent bodies involved, i.e. Goostrey Parish Council, Goostrey School and Goostrey VHPFF.
6. The VHMC shall elect a Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Parish Council in May each year. VHMC members may also be re-elected as proposed by the constituent bodies.
7. The VHMC has three broad areas of responsibility:
 - a) Finance
 - b) Maintenance
 - c) Lettings

FINANCE

8. The VHMC shall set a budget for each financial year (1 April – 31 March, in accordance with the Parish Council year).
9. The VHMC uses the Parish Council bank account for the purposes of the Village Hall, which is maintained by the Parish Clerk and audited in conjunction with the Parish Council.
10. The three (3) designated signatories for cheques shall be those Councillors as the Parish Council Account. (Is this item necessary?)
11. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staffing Committee, together with the VHMC, will review their Contracts and Terms of Employment.

12. The VHMC shall decide and recommend for approval any change in hiring charges, which shall be determined annually.

13. The VHMC, through the Parish Clerk, shall have delegated powers of up to £250 expenditure (excluding salaries) per month without the need for prior Parish Council approval (see Goostrey Parish Council Financial Regulations).

MAINTENANCE

14. The VHMC shall be responsible for the day-to-day maintenance of the Village Hall in accordance with the Working Practices Manual (????????????????).

15. The Working Practices Manual (???????) shall be reviewed regularly and any changes agreed by all the constituent bodies (Goostrey Parish Council, Goostrey School and Goostrey VHPFF).

16. The VHMC will be responsible, through the Parish Clerk, for the supervision of any Village Hall employees.

17. The Parish Council shall provide Contents & Liability insurance as appropriate. Buildings insurance is provided via Goostrey School.

LETTINGS

18. The VHMC will designate Keyholders, including the Parish Clerk and Village Hall Supervisor(s), and will display a list of Contacts/Keyholders on the main entrance door.

19. The VHMC shall be responsible for all lettings, via the Village Hall Supervisor(s), and will arbitrate in any disputes.

20. The VHMC will determine the Conditions of Hire and review them on a regular basis.

21. The VHMC shall ensure that all necessary Entertainment, Music and Alcohol licences are obtained to comply with current statute.

Goostrey Village Hall

COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2021 – Updated December 2021

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
(Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors, volunteers– Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall and Lounge. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Staff/volunteers advised to wash outer clothes after cleaning duties. Follow PHE guidance and PPE if deep cleaning is required.</p>	<p>Staff/volunteers to be given guidance/documentation on cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray cleaning solutions, rubberised and glued surfaces can become damaged by use of certain cleaning sprays too frequently.</p> <p>Stay at home guidance posted in the VH entrance hall.</p> <p>ACRE Cleaning guidance given to staff.</p>
<p>Staff, contractors, volunteers – think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70.</p> <p>Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the situation.</p>	<p>Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being.</p>	<p>Staff and volunteers will need to be warned immediately if someone tests positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless he/she agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Social distancing still advisable. Risk to hirers/event organisers and to those attending the hall</p>	<p>Risk is people attending mingle with others they are not usually in contact with, which may spread the virus if carrying it and worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group when people were advised not to mingle.</p>	<p>Adjust hire conditions to cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may continue to be needed eg to seating arrangements.</p>	<p>Special Terms and Conditions of Hire issued to all hirers and signature of hirer required before event. Updated document to be issued to hirers on 8th December 2021.</p> <p>Event organisers are not expected to ask about people's domestic arrangements but to encourage respect for other people.</p> <p>Avoid raised voices or loud music so that people have to shout to be heard.</p>
<p>Car Park/paths/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>Parking area is too congested to allow social distancing.</p> <p>People drop tissues.</p>	<p>Supervisor asked to check area outside doors for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Hirers are responsible for ensuring event attendees do not congregate near the entrance.</p> <p>Ordinary litter collection arrangements can remain in place. Plastic gloves are provided with the cleaning materials in the Village Hall</p>

<p>Entrance hall/lobby/corridors/toilets</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area.</p> <p>Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one- way system and provide signage.</p> <p>Touch points including but not limited to door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by the Village Hall. Two contactless dispensers in the main entrance which can be moved. Also, multiple sanitizer sprays available.</p>	<p>Hand sanitiser and cleaning materials are provided and are checked daily by Supervisors.</p> <p>Bins are provided in the toilets, entrance hall and lounge kitchen. DO WE NEED MORE?</p> <p>Supervisors Clean premises and touch points and empty bins daily when hall in use.</p> <p>Hirers are responsible for cleaning touch points prior to their events unless they have arranged for the Supervisors to do this for them (chargeable service)</p>
<p>Main Hall</p>	<p>Risk to hirers if equipment etc is not cleaned by School Staff on handover to the Village Hall and vice versa.</p> <p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Projection equipment, Screen, window curtains or blinds, pictures etc.</p> <p>Advise Hirers to observe social distancing</p>	<p>Touch points including but not limited to door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p>	<p>Hand sanitiser and cleaning materials are provided and are checked daily by Supervisors.</p> <p>Supervisors Clean premises and touch points daily when hall in use. Including on handover between the VH to the School.</p> <p>Hirers are responsible for cleaning touch points prior to their events unless they have arranged for the Supervisors to do this for them (chargeable service)</p>

		Hirers to be encouraged to wash hands regularly.	Provide hand sanitiser, soap and water available in the toilets. Indications are that virus spread is mainly aerosol based, so soft furnishings, photos etc not frequently touched less of a risk.
Upholstered seating/curtains	Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.	Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.	Encourage hirers to touch upholstered chairs as little as possible and to wipe the parts they touch. Supervisors use antiviral spray for upholstery which is used on the chairs during cleaning. Hirers instructed to use plastic curtain pulls and wipe these before use.
Small meeting rooms and offices	Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.	Recommend hirers hire larger meeting spaces and avoid use of small rooms. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared office equipment.	The Committee Room is currently not for hire for more than two people or as a dressing room. Hirers to clean if used. Office – Hand sanitiser available to Clerk and frequently touched surfaces cleaned regularly. No access to the public no shared equipment.

Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crocery/cutlery Kettle/hot water boiler	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Cleaning materials are available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary by Supervisor. Consider closing kitchen if not required or restricting access.
	Cooker	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink.	Hirers instructed to bring own tea towels. Disposable cleaning cloths, washing up liquid, hand sanitizer, soap, paper towels and cleaning materials provided by VH. Hirers bring their own food and drink.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Supervisor to decide frequency of cleaning.	Staff access to cleaning store only, access one at a time and touch points cleaned regularly.
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Tables and chairs are on trolleys so they can be brought out of the cupboard to maintain social distancing. Hirers responsible for cleaning furniture unless they have made arrangements with the Supervisors for them to do it. Supervisors will clean to handover to School.

Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are checked and replenished daily according to demand. For large events a one way system can be put in place. Hirers are responsible for cleaning the toilets for their own use unless arranged with Supervisors in advance.
Cloakroom	Door handle Social distancing not possible	Hirers to clean door handle and heating controls. Cleaner to decide frequency of cleaning.	Hirers to clean the controls and door handles with a cloth before use.
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	Stage curtains are to remain drawn back. They are out of reach of most hirers.
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 1 or 2 seats between groups. Cash payments/donations to be handled by one individual wearing gloves.	Hirers to make their own arrangements for payment during events. Hirers responsible for seating and entry/exit arrangements but can ask staff for advice if they need it.