



Minutes of the Village Hall Management Committee Meeting on Tuesday 18th October 2022

Present: Cllr N Beckham (NB)(Chairman), Cllr J Sulej (SJ)(Vice Chairman), Sally Ball (SB)(VHMC), Lyndsey Atkins (LA) (School) and Jacqui Schurer-Lewis (JS-L)(School), Yvonne Lawson (YL)(School)

In Attendance: Yvonne & Chris Duke (YD & CD)(VH Supervisors), E Bambrook (EB)(Clerk to the Council)

- 1. DECLARATIONS OF INTEREST** – There were no interests declared.
- 2. APOLOGIES FOR ABSENCE** – Apologies for absence were received from Cllr D Roberts and Martin Leake.
- 3. MINUTES** – To approve the Minutes of the meeting on 14th June 2022. View Minutes here: <https://goostreyparishcouncil.gov.uk/wp-content/uploads/2022/06/VHMC-Meeting-14062022-Minutes-Draft.pdf>

Resolved: *The Minutes of the meetings on 14th June 2022 accepted as true records of the meetings.*

4. ACTIONS FROM THE LAST MEETING

- Joint Use Agreement discussions – JS advised that there was a new Director of Finance and Section 151 Officer (which relates to Governance) Customer Services and a new Executive Director of Place at Cheshire East Council (CEC) and that it would be worth contacting them to try to progress this. In addition JS-L provided the General Transaction List (GTL) for 2021-22 as well as the GTL for the year to date 2022-23 and advised that she would also email the documents to the Clerk. It was highlighted that the GTL showed no charges for electricity used by the Village Hall and that Central Billing have not split the charges according to the Joint Use Agreement. The GTL shows the recharge amounts due to CEC for previous years, however, the Village Hall has not been receiving invoices and is having to make provision accordingly in its reserves.
- 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 to progress with CEC Properties and possibly Cllr. Kolker. **Update:** There has been no progress on this.
- New Loft Ladder - **Action:** Clerk to arrange for a new quote. **Update:** The Clerk suggested that this work was no longer required as the loft had now been cleared and the only people accessing the loft now are PC staff, and this was on an infrequent basis. It was agreed that the current loft ladder was sufficiently robust for this purpose. **Complete.**
- Unauthorised parking in the car park. Polite notices placed on window screens had met with resistance. **Action:** The Clerk read a draft of the proposed letter to be sent to residents; the committee recommend the addition of a paragraph to reflect that continued unauthorised parking could result in the gates being locked. Clerk to action. The school are going to move

the CEC sign on to the main gates and are going to renew the paint on the crossing and apply double yellow lines to try to prevent inconsiderate parking.

5. VILLAGE HALL MAINTENANCE/REPAIRS

- i. JS-L confirmed that a purchase order had been raised for the emergency light work and the 5 year hardwiring review had been scheduled for February half term. CD advised that JS-L could view Hallmaster to establish when the Village Hall has bookings so that this work doesn't conflict with hirers.
- ii. JS-L also confirmed that the grounds maintenance invoice would be raised in February and that this was likely to be £190. JS-L also advised that the Village Hall portion of winter gritting will be added to the recharge.
- iii. JS-L requested that the Clerk advise her of the number of school kitchen hires for the year to date so that this can be reclaimed by the school. Clerk to action.
- iv. CD advised that he had become aware of a hole in the hall floor next to the stage, JS-L to action.
- v. The Clerk to arrange for an electrician to repair the push button on the hand dryer in the Gents toilets.
- vi. The Clerk confirmed that the alarm on the kitchen door has now been repaired, the contact has been replaced.
- vii. The Clerk had been asked by a hirer whether additional lighting could be placed between the fire exit from the hall to the locked gate as during an emergency, an evacuation of the premises in the dark it could be difficult. The school to consider.
- viii. JS-L confirmed that the compliance inspection review was due to take place on 31st October. Any issues with the Village Hall will be referred back.

6. CARETAKING & CLEANING

- i. The school raised issues surrounding Goosfest's use of the hall and confirmed that in the future they would not be making any changes to the after school sports arrangements which run until 4.30pm. Other issues were raised and it was agreed that SB would relay these to the organising committee at their debrief session. The VH Supervisors asked whether it would be possible to consider a set hire rate for the hall as a whole. It was agreed that this should be considered.
- ii. The report from VH Supervisor(s) on Bookings and Caretaking arrangements was presented to the meeting and the contents noted.
- iii. It was agreed that a large floor cleaner should be purchased and that this should be kept in the Village Hall cleaning cupboard.
- iv. It was agreed that the VH Supervisors should purchase Christmas trees and decorations as described in their report up to a maximum budget of £700 using the Village Hall Improvements budget.

7. WARM WELCOME IN GOOSTREY – The committee received the notes from the meeting between Goostrey Churches and the Parish Council and the risk assessment. NB provided an overview of the initiative of which the committee were supportive. LA offered to add some information about this to the school newsletter after half term. The Clerk to provide the details.

8. VILLAGE HALL MARKETING PLAN UPDATE – The Village Hall Supervisors reported a number of hits on Facebook for the Cancer Group fundraising event.

9. BUDGET REVIEW QUARTER 2 – The budget for the financial year up to 12th October was reviewed. It was noted that receipts for the Hall were down and not expected to reach the budgeted figure. The income from the Lounge was higher than that for the Hall and had already exceeded it's budget. The Clerk advised that the General Maintenance budget would increase by approximately £400 due to the service of the Paxton system and repair to the kitchen door.

The Clerk highlighted that the Capital Reserve for Village Hall Projects of £8,800 included £4,000 to replace the single glazed windows in the Committee Room and Parish Office and £4,800 for the loft extension and staircase. The work to the loft is now redundant and it was agreed that the Clerk should obtain 3 quotes for the work to the windows.

It was agreed that the Village Hall Planting reserve should now be closed. The overspend will be transferred and therefore absorbed by the General Fund.

The Earmarked Reserve, Support for the Village Hall, contains funds from business grants to support the Village Hall in terms of lost revenue. At the end of the last financial year, a loss of approximately £2,000 was absorbed by the General Fund. The Clerk suggested that this amount be transferred from the earmarked reserve into the General fund to ensure that the council held the correct level of working capital and that the remainder of this reserve be used at the end of this financial year to mitigate any lost Village Hall revenue.

- 10. BUDGET PLANNING FOR FINANCIAL YEAR 2022/23** – The proposed Budget document was reviewed. It was agreed that the projected income for the Village Hall was realistic. The Clerk was asked to ensure that 10% was added budget items excluding the forecast for the Clerk’s salary which is based on a union proposal that has yet to be agreed and the Entertainment budget which should remain the same as last year.

The committee agreed that there should be no increase in Village Hall hire rates for next financial year but that fees will be reviewed annually going forwards.

JS-L confirmed that the contract for the electricity supply expires on 31st March 2027 and is capped at 24.9 until this March. The heating oil costs have increased dramatically and this contract expires in November 2023. The school and therefore the Village Hall are part of a corporate contract and do benefit from preferential rates. The school are budgeting for a 58% increase in price.

- 11. VILLAGE HALL RESILIENCE** – There are no imminent plans for annual leave.

- 12. CORRESPONDENCE** – Nothing of note.

13. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING –

- The Clerk and Chairman expressed their thanks to the Village Hall Supervisors on behalf of the committee for their hard work on the Goostrey Cancer Groups fundraising event. The Clerk had received an email thanking the supervisors for all of their help and advice.
- Cleaning of lounge carpet and chairs to be added to the next agenda.

- 14. DATE OF NEXT MEETING** – The school requested that the date of the next meeting be moved from 6th December to 10th January, this was confirmed.

Meeting closed at 8pm