



Minutes of the Village Hall Management Committee Meeting on Tuesday 10th January 2023

Present: Cllr N Beckham (NB)(Chairman), Cllr J Sulej (SJ)(Vice Chairman), Sally Ball (SB)(VHPFF), Edna Brandreth (EBr) (VHPFF), 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 Martin Leake.

3. MINUTES – To approve the Minutes of the meeting on 18th October 2022.

***Resolved:** The Minutes of the meetings on 18th October 2022 accepted as true records of the meeting.*

4. ACTIONS FROM THE LAST MEETING

- i. Joint Use Agreement and Village Hall Recharge – Both EB and JS-L have been attempting to identify the correct people to speak to at CEC about these issues. **Update:** EB has contacted Jayne Traverse and Alex Thompson at CEC regarding the lack of invoicing. No response has been received and the Clerk advised that she has asked Ward Councillor Andrew Kolker to follow this up.
- ii. Hall Floor Refurbishment – Needs further investigation 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.
- iii. Unauthorised parking in the car park. Polite notices placed on window screens had met with resistance. **Update:** Letters have been delivered to residents. **Action:** The Clerk will write to the Housing Association. JS-L advised that the double yellow lines would be completed when the weather allowed.
- iv. 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. **Complete.**
- v. CD advised that he had become aware of a hole in the hall floor next to the stage, JS-L to action. **Complete.**

5. VILLAGE HALL MAINTENANCE/REPAIRS

- i. JS-L confirmed that the maintenance of the filters on the heating units had been carried out and that all the thermostatic valves on the mixer taps had been checked before Christmas. The 5 year hardwiring review had been scheduled for February half term.
- ii. CD reported that there was a small piece of sharp metal sticking out of the floor in front of the stage which could cause injury. JS-L confirmed that this would be rectified.
- iii. CD also reported that there was a flickering light in the ceiling in the lounge kitchen. The Clerk reported that there had been a leak in the ceiling before Christmas which resulted in a

ceiling tile being dislodged. At the time there was no evidence of an ongoing leak and the debris was cleaned up and the ceiling tile replaced. There had been no further problems to date but it is possible that this is the cause of the issue with the light. JS-L reported that roof tiling work was due to be carried out the next day and also mentioned that the school were having to clear the gutters regularly, so the leak could have been caused by water backing up.

6. ELECTRIC VEHICLE CHARGING POINTS

The committee considered that the provision of EV charging points in the car park was not required at this time, particularly considering the ongoing issues surrounding unauthorised parking.

7. JOINT USE AGREEMENT (JUA)

- a) It was confirmed that the school were happy for the original copy of the JUA to be kept in the locked firebox inside the parish office.
- b) It was confirmed that the agreement states that the school can have use of the Village Hall facility outside of school hours on 12 occasions per annum. It was confirmed that the Clerk does keep track of this and ensures that the school are only charged for support services not room hire. The school are well below either the 12 occasions or the notional 30 hours that this amounts to and that all sides were happy with this.
- c) The council had received a letter from the Chairman of the Goosfest Organising Committee to ask that the school reconsider its position on allowing Goosfest to access the hall on certain dates during the festival period. The Chairman felt that this position was not in keeping with the terms of the JUA. A discussion then took place where the following points were raised:
 - The letter was copied to a number of individuals, including LA, however LA stated that a copy had not been received by the school. The Clerk will forward a copy and LA was given an overview of the request.
 - It was highlighted that the priority times referred to in the JUA related to the school day and that the sessions, referred to by Goosfest, where flexibility had been requested were actually sessions that the school hire on behalf of the company who provide after school sports, for which parents pay. The school is therefore under no obligation to agree to these requests.
 - Issues arose in October when it had been agreed that Goodfest could use the hall on one of the requested dates but, due to a booking form not having been received from the school, two dates were booked by Goosfest. This was despite the Goosfest committee having been advised that only one date would be possible. This situation should not arise again as the school are providing booking forms in a timely manner and the Village Hall Supervisors are now fully aware of the situation.
 - It was confirmed that it is usual during Goosfest for other hirers to be approached by the organising committee and asked if they would be prepared to change their bookings. Hirers usually agree out of goodwill for a community event.

Following the discussion, the following was agreed:

- The school would be willing to agree to Goosfest using the hall on either 6th or 13th October but that this must be confirmed as soon as possible and by June at the latest, to allow for other arrangements to be made.

- That the title of the booking on Hallmaster would be amended to reflect that these sessions were booked by the school on behalf of Premier Sports.
- That the Clerk would reply to the Chairman of the committee to explain the terms under which the school uses the hall for these sessions. The Clerk would also ask that the committee confirm which date they would like and to confirm this as stated above.
- The Clerk would also underline that volunteers associated with the festival should not arrive before the stated time on the booking forms as this causes confusion and is unfair to other hirers or users of the facility. The door system is set so that access can be gained a short time before the booking time and that this should be respected. The organising committee should ensure that all involved with setting up events are aware of this so that Village Hall key holders don't receive calls asking for the door to be opened. The Clerk will also make the point that the end time on the booking form must also be adhered to and that late finishes are subject to additional charges. Finally, the Clerk will advise that the car park is private and cannot be used as parking for an event that isn't being held at the Village Hall.

- 8. CARETAKING AND CLEANING** – The contents of the Supervisor's report were received and noted. CD and YD asked whether it would be possible for the school to ensure that the doors to the hall were locked first thing in the morning. Currently when hirers don't wish to book Supervisor support, the Supervisors still have to visit the hall to ensure that the door is locked (a safeguarding requirement). The school agreed that their caretaker would check the door. Should there be an issue with the condition of the hall following a "DIY" hire then the school will report this to the Clerk and additional charges will be applied to that booking to cover the cleaning.

It was agreed that a full list of prices for the hire of the hall should be added to the website.

It was confirmed that the information on cleaning the hall (including the areas to be cleaned was available to all hirers but the standards of cleanliness required for DIY events, and charges where these standards are not met should be re-emphasised. The results of this will be monitored.

It was confirmed that also available to hirers was the condition that a provisional booking will only be held for a period of two weeks. After this time, if a booking form was not received, the provisional booking could be removed. A booking is not confirmed without a booking form.

It was agreed that bookings are made on a first come, first served basis. Regular hirers should be encouraged to present their booking forms as soon as they are ready. The terms and conditions state that the hire prices charged will be those in force at the time of the event so while presenting a booking form doesn't hold the price, it does ensure that dates are not lost.

It was agreed that signs would be created reminding hirers to turn off lights and close doors.

YD will get an indicative quote for a company to clean the lounge carpets and chairs.

CD will produce a new set of instructions for use of the dishwasher to encourage hirers to be able to use it properly.

- 9. WARM WELCOME IN GOOSTREY** – The Clerk confirmed that, despite best efforts, there had been little interest in the Warm Welcome sessions which have been running since the beginning of November. The Clerk confirmed that it would be her recommendation that the sessions do not continue into February. NB asked the Clerk to advise whether there had been any improvement by week commencing 23rd January and, if not, then make the recommendation to cease. A meeting of those involved in establishing the sessions was already planned for 1st February which could go ahead as a debrief meeting.

- 10. VILLAGE HALL MARKETING PLAN UPDATE** – As detailed in the Village Hall Supervisors' Report, activity on Facebook has been reasonable. The enquiry for the use of the hall as a refreshment stop for the Vintage Sports Car Club Rally in early September could prove to be an ideal marketing opportunity. It was suggested that one of the WI's could be approached to provide teas/coffees and cakes which would help them raise funds. This idea was welcomed by the organisers. It was also suggested that the local press could be informed which would promote both the village and the event. The booking has not yet been confirmed but YD will follow this up.
- 11. BUDGET REVIEW AND MONITORING QUARTER 3** – The document was reviewed and it was noted that the receipts for the room hire were positive and it now looked likely that this would make budget. There were no issues of concern apart from the ongoing problem of the lack of invoicing from CEC for the recharge.
- 12. VILLAGE HALL RESILIENCE** – CD and YD will be taking annual leave during March which will mean that a couple of events will require cover. NB and JS offered to assist the Clerk with this. In order to use their leave entitlement for the year CD and YD will also liaise with the Clerk and take some additional days when the hall doesn't require cover. They also requested that they be allowed to carry over 5 days leave to the next leave year. There were no objections and the this request will be taken to full council. The Clerk confirmed that she would be taking some leave at the end of April/beginning of May and also in July.
- 13. CORRESPONDENCE** – Nothing of note.
- 14. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** – No additional items were requested.
- 15. DATE OF NEXT MEETING** – Tuesday 7th March 2023. SB gave her apologies for this meeting.

Meeting closed at 7.35pm