



## DOCUMENT PACK FOR THE VILLAGE HALL MANAGEMENT COMMITTEE

To be held on Tuesday 7<sup>th</sup> March 2023 at 6pm in the Village Hall, Lounge

### AGENDA

1. **DECLARATIONS OF INTEREST**
2. **APOLOGIES FOR ABSENCE**
3. **MINUTES** – To approve the minutes of the meeting on 10<sup>th</sup> January 2023. [View draft minutes.](#)
4. **ACTIONS FROM THE LAST MEETING**
  - i. Village Hall Recharge – Cheshire East Council (CEC) have still not responded to requests for them to issue invoices. The Finance Committee are due to consider future approaches at their meeting in April. **Ongoing with Finance Committee.**
  - ii. Unauthorised parking in the car park – Letter sent to Housing Association. **Complete.**
  - iii. Village Hall Hire rates and charges added to the web page. **Complete.**
  - iv. New Dishwasher instructions. **Complete.**
5. **VILLAGE HALL MAINTENANCE/REPAIRS** – To report any planned maintenance or repairs and highlight any future requirements.
6. **CARETAKING & CLEANING** - Report from VH Supervisor(s) on Bookings and Caretaking arrangements.
  - **Lounge** – Cleaning of the carpet and chairs to take place on 3<sup>rd</sup> March.
  - **Hall** – Update on condition of hall following DIY events.
7. **GOVERNMENT DECARBONISATION SCHEME GRANT** – To approve an approach to CEC for the Village Hall to be part of the roll out of air source heat pumps and photovoltaic panels on its buildings. [View details](#)
8. **OUTREACH POST OFFICE** – To consider the Village Hall as a potential outreach Post Office site. **See page 2.**
9. **VILLAGE HALL MARKETING PLAN UPDATE** – To provide an update on actions since the last meeting.
10. **BUDGET REVIEW AND MONITORING** – Detailed Budget Summary and Reserve Report. **See page 3.**
11. **VILLAGE HALL RESILIENCE** – To discuss any planned annual leave and level of cover required.
12. **CORRESPONDENCE** - To review any correspondence received since the last meeting.
13. **MINOR ITEMS AND ITEMS FOR THE NEXT MEETING**
14. **DATE OF NEXT MEETING** – Tuesday 6<sup>th</sup> June 2023

# ENCLOSURES

## Item 8 Outreach Post Office

As an 'Outreach' Post Office all equipment travels with us to each location.

The only items kept on each site are a set of drawers and/or a cupboard. (I have 2 sets of 2 drawer 'filing' cabinets that would be adequate) and an A frame poster / hours board.

The size of the cloakroom with serving tables across the front during Post Office opening hours would be adequate to meet these needs.

As discussed insurance for the Post Office service is covered by my policy.

Once a site is mutually agreed I have to inform the Post Office who would then ratify the proposal and organize work to be carried out at their expense – involving electric data sockets to power the computer and installing a broadband line to enable transactions to take place.

A standard contract would need to be signed for mutual understanding regarding serving hours and use of intellectual property.

A 'demountable' Post Office sign would be used which would involve fixing a bracket to the external wall and the sign simply slotted into place during serving hours.

My contract serving hours are 12 hours per week over 4 days – namely (excluding Bank Holidays)

Monday 12.30 – 5.00

Tuesday 2.30 – 5.00

Thursday 2.30 – 5.00

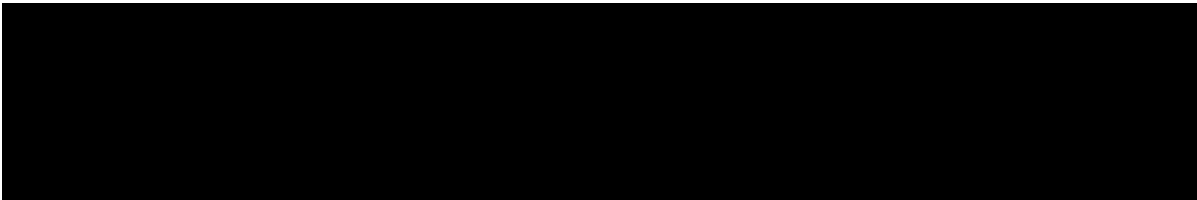
Friday 2.30 – 5.00

We currently serve approximately 170 customers per week and that would double in November / December.

As an outreach Post Office it is permitted to sell other items if there is the demand. My experience in Goostrey is that a range of cards and stationery products is appreciated and these could be displayed on a small table during serving hours.

All of the Post Office products would be locked away in the drawers and could be placed at the end of the cloakroom out of serving hours (opposite to the 'electric' door), where the card tables are currently stored – so the cloakroom would be usable at other times'

There would be no cash or valuables left on site.



## Goostrey Parish Council

3 March 2023 (2022-2023)

## Detailed Budget Summary

Cost Centre 3 (Between 01/04/2022 and 31/03/2023)

3 Village Hall		Last Year 2021 - 2022				Current Year 2022-2023					Next Year 2023-2024		
		Receipts		Payments		Receipts		Forecast	Payments		Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual		Budget	Actual	Forecast	Budget	Budget
2	VH Lettings - Hall	4,375.00	2,764.21		54.54	14,350.00	10,243.22				6,000.00		
3	VH Lettings - Lounge	4,000.00	2,954.20		64.13	4,000.00	9,098.73		10.50		10,000.00		
4	VH Lettings - Committee Roo	500.00	117.81			500.00	394.64				300.00		
5	VH Lettings - School Kitchen	100.00	50.00	125.00		125.00	100.00		125.00		125.00	125.00	
6	VH Lettings - Caretaker Servi	975.00	1,003.47			975.00	3,313.50				1,200.00		
7	VH Lettings - Performing Rigr	165.00	17.28	165.00	123.37								
9	VH - Lettings early/late fees	50.00	10.00			50.00	20.00				50.00		
37	VH Recharge			13,000.00						10,000.00		11,000.00	
38	VH Improvements			1,000.00	507.97				1,050.00	462.45		1,150.00	
39	Performing Rights Licence			165.00					500.00	141.97		200.00	
40	VH General Maintenance & S			1,500.00	1,205.34				2,100.00	1,116.43		2,300.00	
41	VH - Covid Cleaning - Hall		358.00										
42	VH Advertising/Entertainment			500.00	30.04				525.00	110.97		525.00	
43	VH Supervisor Salary			6,202.95	4,610.22				11,079.15	5,870.99		8,850.00	
44	VH Clerk Salary			1,517.60	1,650.85				1,836.41	1,355.99		1,775.00	
45	VH - Covid Cleaning - Lounge		278.68										
46	VH Staff Expenses			200.00	13.00				200.00				
57	VH - Caretaker Services - Pa			975.00	926.58				1,830.00	2,062.41		900.00	
58	VH Employers NIC								368.64	217.17		250.00	
59	VH Pension Contributions								442.37	71.41		85.00	
<b>SUB TOTAL</b>		<b>10,165.00</b>	<b>7,553.65</b>	<b>25,350.55</b>	<b>9,186.04</b>	<b>20,000.00</b>	<b>23,170.09</b>		<b>30,056.57</b>	<b>11,420.29</b>		<b>17,675.00</b>	<b>27,160.00</b>

## Summary

<b>TOTAL</b>	<b>10,165.00</b>	<b>7,553.65</b>	<b>25,350.55</b>	<b>9,186.04</b>	<b>20,000.00</b>	<b>23,170.09</b>		<b>30,056.57</b>	<b>11,420.29</b>		<b>17,675.00</b>	<b>27,160.00</b>
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**Goostrey Parish Council**  
**Reserves Balance**  
**2022-2023**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Village Hall Projects	8,800.00				8,800.00
Village Projects	30,000.00	-18,600.00			11,400.00
Capital General	4,994.00				4,994.00
Village Entrances Project		7,650.00			7,650.00
Environmental Hedge - Shearbr		950.00	1,338.00		-388.00
Bowling Pavilion		10,000.00	10,000.00		0.00
<b>Total Capital</b>	<b>43,794.00</b>		<b>11,338.00</b>		<b>32,456.00</b>
<b>Earmarked</b>					
Operating Reserves	63,012.00				63,012.00
Village Hall Recharge 2018-201	2,767.00				2,767.00
Village Hall Recharge 2019-202	13,000.00				13,000.00
Village Hall Recharge 2020-202	13,000.00				13,000.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishmen	2,000.00				2,000.00
Village Hall Planting Project	-753.00				-753.00
Support for the Village Hall	8,000.00				8,000.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	5,787.28	-3,219.00	1,500.00		1,068.28
Telephone Box Refurbishment	296.43	-296.43			0.00
Connected Communities Fund		219.00		-112.00	107.00
Christmas Lights for the Bogbez		2,000.00	329.87		1,670.13
Platinum Jubilee Events		990.00	990.00		0.00
Village Hall Recharge 2021-202		13,000.00			13,000.00
<b>Total Earmarked</b>	<b>126,109.71</b>	<b>12,693.57</b>	<b>2,819.87</b>	<b>-112.00</b>	<b>135,871.41</b>
<b>TOTAL RESERVE</b>	<b>169,903.71</b>	<b>12,693.57</b>	<b>14,157.87</b>	<b>-112.00</b>	<b>168,327.41</b>
<b>GENERAL FUND</b>					30,931.13
<b>TOTAL FUNDS</b>					199,258.54