



Minutes of the Village Hall Management Committee Meeting on Tuesday 6th June 2023

Present: Cllr N Beckham (NB)(Chairman), Cllr A Freeman (Vice Chairman), Cllr Peter Hall, Edna Brandreth (EBr) (VHPFF), Sally Ball (VHPFF), Lyndsey Atkins (LA) (School) and Jacqui Schurer-Lewis (JS-L)(School), Yvonne Lawson (YL)(School)

In Attendance: E Bambrook (EB)(Clerk to the Council), Yvonne Duke (YD) and Chris Duke (CD) (Village Hall Supervisors)

1. **Election of Chairman:** Cllr. Neil Beckham was elected as Chairman of the Committee for 2023/24.
2. **Election of Vice Chairman:** Cllr. A Freeman was elected as Vice Chairman of the Committee for 2023/24.
3. **Declarations of Interest:** There were no interests declared.
4. **Apologies for Absence:** Apologies for absence were received from Martin Leake.
5. **Minutes:** The committee approved the minutes of the meeting on 7th March 2023 as a true and accurate record of the meeting.

***Resolved:** The Minutes of the meeting on 7th March 2023 accepted as true and accurate record of the meeting.*

6. **Terms of Reference:** The committee reviewed and approved the terms of reference.

***Resolved:** The committee's terms of reference were approved without change*

7. Actions from the last meeting:

- a. Village Hall Recharge – Cheshire East Council (CEC) have made contact and have provided the recharge figures from 2018/19 – 2022/23 for which the parish council holds sufficient reserves. JS-L provided the General Transaction List (GTL) for 2022/23 and the associated invoices. CEC have still not provided any invoices, despite CEC asking if the Clerk would like them to raise the invoices and the Clerk confirming that this was required to allow the Parish Council to pay the recharge.
- b. Government Decarbonisation Scheme Grant – Enquiry sent on 11/04/23 no response received. The Clerk will continue to chase up an answer.

8. Maintenance/Repairs:

- a) **Gutter cleaning** – The cleaning of the Village Hall gutters was approved. JS-L to provide name of contact for this work.
- b) **Village Hall Planting** – The replacement of the dead shrubs in the Village Hall flower bed was approved.
- c) **Soap Dispensers** – As reported previously, the one of the soap dispensers in the ladies and gentlemen's toilets were leaking and the dispenser in the disabled toilet was completely broken. The Clerk had been unable to source the same type of dispenser and asked the committee whether they would prefer to replace all of the dispensers. JS-L suggested that consideration be given to using the same type of dispenser that the school use. These are battery operated, touch free units which the contractor visits and refills. JS-L to provide details and costs.

- d) **Double door from Lounge into hall** – The Clerk reported that the door closest to the stage was broken and required repair which CTS Systems had agreed out.

JS-L confirmed that the 5 year hard wiring testing and remedial work had been completed at a cost of £505. The annual Health and Safety inspection is due to begin in July. Asbestos and Legionella risk assessments had been booked and may incur a charge.

9. **Caretaking and Cleaning:** The contents of the Supervisor's report were received and of particular note were the following:

- Since the last meeting there have been 188 'hits' on the Village Hall Facebook page and a further 19 bookings, 5 of these are new clients, the rest are returning clients either extending their bookings, or are returning to the Hall from other locations.
- The classic car club who was interested in using the Hall for September will be making Goostrey and the Hall part of their tour on the 3rd September. There are typically around 40 cars - mostly from the 1920's and 30's with a handful post-war. The tour consists of road cars, no racing cars they will be bringing their own lunches but would like tea and coffee and toilet facilities at the Hall. They expect to be in Goostrey between 11.30 and 14.30 but not all at the same time. CD and YD asked whether it would be possible to use the event to create a Village Hall Open Day, if the Car Club were also amenable. The VHMC agreed that this would be a good idea and that Goostrey WI could be approached to provide refreshments. The committee agreed that the Marketing/Entertainment budget could be used to fund the refreshments and the WI could keep the proceeds to help their fundraising efforts. It was suggested that other groups could be approached to increase their profile by having tables in the main hall. It was also suggested that, if the coronation wall hanging was completed then it could be unveiled at the same event. CD and YD will work on this and keep the Clerk updated.
- The Village Hall Supervisors requested that the school purchase some new floor sweepers as the current sweepers were now extremely dirty. The VHMC purchased a new sweeper some time ago which is regularly cleaned so a new sweeper for the school would be useful.
- The Village Hall Supervisors reported that there are certain bookings that require a degree of support, even where hirers have not requested this and this is where food and/or drink is served at an event. This is necessary due to the need to ensure that the hall is ready for use by the school. Where the Supervisors have assessed that this is necessary, they have advised the hirer in advance, however, this is often challenged which puts the Supervisors in a difficult position and takes a great deal of time to address. It was agreed that the Clerk would make it as clear as possible on the booking forms and on the website that complaints should be directed to the Clerk and that a minimum charge of £18 would be applied to any event where food and/or drinks were being served.

Resolved: *That a minimum support charge of £18 is applied to any event where food and/or drinks are to be served.*

- a) **Use of Village Hall Bin:** The Village Hall Supervisors advised that there had been an instance where the Village Hall bin had been used as an additional bin by the school caretaker and had been filled. This had caused a problem due to a large event taking place at the Village Hall and the caretaker had had to remove the rubbish. JS-L had produced some new signs for use on the bins.

CD and YD thanked JS-L for ensuring that the company responsible for emptying the sanitary bin continued to do so as they had been occasions where this had been missed.

- 10. Events:** Rose Day is being held on 24th June and the committee have been in contact with the school to make the necessary arrangements. The Clerk confirmed that she will arrange for the mobile toilet unit to be delivered as late as possible on 23rd June in order to cause the minimum of disruption.

- 11. Village Hall Booking Form:** The form had been updated by the Clerk to reflect changes/additions which were agreed at the last meeting. Further amendments were agreed as follows:

Section 12 – Removal of the reference to Hall Secretary.

Section 15 – Delete reference to a fridge thermometer and inclusion of wording to reflect that no liability is accepted for food stored there.

Section 20 – Rewording of section ii – Candles and lights with a naked flame are not permitted.

Section 27 – Rewording – at our complete discretion.

Form Footer – Reword to make it clear that only the form itself needs to be returned, rather than all the terms and conditions.

The Clerk was asked whether an editable pdf. Form was available, it was confirmed that it is available on the website.

- 12. Budget Review and Monitoring:** The budget and reserves reports were reviewed by the committee. There were no areas of concern.

- 13. Village Hall Resilience:** There are currently no issues with cover for the Village Hall.

- 14. Correspondence:** Two complaints had been received, one concerning lack of access from the main hall to the Lounge which had already been resolved by the Clerk. The second complaint was related and concerned noise caused by multiple hirers using the facility simultaneously. It was agreed that unless a customer hires the entire facility then the possibility exists that the other rooms will be hired.

- 15. Minor Items and Items for the Next Meeting:** The Clerk was asked to contact the group using the large cupboard in the Lounge in order to gain access in an emergency.

- 16. Date of Next Meeting:** Tuesday 13th September 2023