



## DOCUMENT PACK FOR VILLAGE HALL MANAGEMENT COMMITTEE

Tuesday 12<sup>th</sup> September 2023 at 6pm in the Village Hall, Lounge

### AGENDA

1. **Declarations of Interest:** To receive any declarations of interest.
2. **Apologies for Absence:** To receive any apologies for unavoidable absence.
3. **Minutes:** To approve the minutes of the meeting on 6<sup>th</sup> June 2023. [View draft minutes.](#)
4. **Actions from the Last Meeting:**
  - a) The Clerk has secured a copy of the key for the large cupboard in the Lounge for access in an emergency.
  - b) The Village Hall booking form has been updated and copies are available in the Village Hall and on the website in various formats including an editable pdf version.
5. **Recharge 2022/23 Reconciliation:** JS-L has been advised of missing copy invoices for work by John Worth and John Potts as well as all invoices relating to waste management or telephone rental not having been received. JS-L has agreed to investigate along with a question relating to the percentage split of the electricity invoices.
6. **Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
  - a) **Gutter cleaning** – The Village Hall guttering was cleaned in August by CTS Systems who will return to remove the moss on the outside of the guttering.
  - b) **Guttering Sealant Work across Lounge carried out during August** – To discuss as the purchase order is solely covered by the school budget.
  - c) **PAT Testing** – PAT testing of equipment in the Village Hall and Parish Office is not being carried out as in previous years. To agree how this can be rectified.
  - d) **Village Hall Planting** – The dead shrubs were removed prior to Rose Day and will be replaced with the same or similar during the planting season.
  - e) **Lounge Door** – The door between the Lounge and Main Hall has now been repaired.
  - f) **Soap 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.
7. **Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements.
8. **Budget Review and Monitoring:** See Detailed Budget Summary and Reserve Report. **See page 2.**
9. **CCTV Policy:** To review and approve the Village Hall CCTV policy. **See page 4.**
10. **Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
11. **Correspondence** - To review any correspondence received since the last meeting.
12. **Minor Items and Items for the Next Meeting**
13. **Date of Next Meeting:** Budget Meeting Tuesday 10<sup>th</sup> October 2023

Last Year 2022-2023					Current Year 2023-2024						Next Year 2024-2025		
3 Village Hall		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
2	VH Lettings - Hall	14,350.00	11,167.72			6,000.00	3,188.50					6,300.00	
3	VH Lettings - Lounge	4,000.00	9,704.73		10.50	10,000.00	2,650.50					10,500.04	
4	VH Lettings - Committee Roo	500.00	413.84			300.00	44.80					315.00	
5	VH Lettings - School Kitchen	125.00	100.00	125.00		125.00	50.00		125.00	150.00		131.25	131.25
6	VH Lettings - Caretaker Servi	975.00	3,538.50			1,200.00	705.00					1,260.00	
7	VH Lettings - Performing Righ												
9	VH - Lettings early/late fees	50.00	20.00			50.00						52.50	
37	VH Recharge			10,000.00					11,000.00				11,550.00
38	VH Improvements			1,050.00	462.45				1,150.00				1,207.50
39	Performing Rights Licence			500.00	141.97				200.00	142.79			210.00
40	VH General Maintenance & S			2,100.00	1,472.43				2,300.00	220.00			2,414.96
41	VH - Covid Cleaning - Hall												
42	VH Advertising/Entertainment			525.00	110.97				525.00	13.09			551.28
43				11,079.15	6,186.74				8,850.00	2,436.52			9,292.56
44	VH Clerk Salary			1,836.41	1,485.27				1,775.00	794.60			1,863.79
45	VH - Covid Cleaning - Lounge												
46	VH Staff Expenses			200.00									
57				1,830.00	2,548.41				900.00	634.50			945.00
58	VH Employers NIC			368.64	224.27				250.00	56.81			262.48
59	VH Pension Contributions			442.37	77.87				85.00				89.21
SUB TOTAL		20,000.00	24,944.79	30,056.57	12,720.88	17,675.00	6,638.80		27,160.00	4,448.31		18,558.79	28,518.03

Summary

TOTAL	20,000.00	24,944.79	30,056.57	12,720.88	17,675.00	6,638.80		27,160.00	4,448.31		18,558.79	28,518.03
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**Goostrey Parish Council**  
**Reserves Balance**  
**2023-2024**

<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	11,400.00				11,400.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36				4,363.36
<b>Total Capital</b>	<b>29,169.36</b>				<b>29,169.36</b>
<b>Earmarked</b>					
Operating Reserves	69,680.00				69,680.00
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
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	157.28				157.28
Connected Communities Fund	43.00				43.00
Christmas Lights for the Bogbez	1,626.92				1,626.92
Village Hall Recharge 2021-202	13,000.00				13,000.00
Village Hall Recharge 2022-202	10,000.00				10,000.00
Grants & Donations	7,006.81		3,472.80		3,534.01
Village Hall Laptop		1,000.00			1,000.00
Defibrillator Supplies		1,000.00			1,000.00
<b>Total Earmarked</b>	<b>151,281.01</b>	<b>2,000.00</b>	<b>3,472.80</b>		<b>149,808.21</b>
<b>TOTAL RESERVE</b>	<b>180,450.37</b>	<b>2,000.00</b>	<b>3,472.80</b>		<b>178,977.57</b>
<b>GENERAL FUND</b>					23,819.48
<b>TOTAL FUNDS</b>					202,797.05



## **CCTV Policy**

### **REVISION DATE**

September 2023

### **REPLACES POLICY**

New

### **1. Introduction**

This Policy controls the management, operation, use and confidentiality of the CCTV camera located in the entrance hall and Lounge of Goostrey Village Hall managed by Goostrey Parish Council. It was prepared after taking due account of the Code of Practice published by the Information Commissioners Office (May 2015). This policy will be subject to periodic review by the Trustees to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Data Protection Act as follows:

- **data must be fairly and lawfully processed;**
- **processed for limited purposes and not in any manner incompatible with those purposes;**
- **adequate, relevant and not excessive;**
- **accurate;**
- **not kept for longer than is necessary;**
- **processed in accordance with individuals' rights;**
- **secure;**

### **2. Statement of Purpose and Scope of Operation**

The purpose of the camera is to ensure that the hall is only accessed by authorised hirers and is only used during the agreed hours and for the security of the building, staff and hirers. The system will not be used to invade the privacy of any individual. One camera is located in the entrance hall of the Village Hall, positioned so that it can only record activity at the entrance and along the corridor to the emergency exit. A second camera is located in the Lounge, this camera is positioned so that it can monitor the rear exit door to the bar servery kitchen, and a privacy screen is in operation to ensure that hirers are not recorded in the main part of the Lounge.

The camera's range does not extend to the car park or public highway and cannot record images of anyone outside the entrance porch. The system is motion activated and makes a 30 second video recording on each occasion.

### **3. Responsibilities of the Owners of the Scheme**

The Parish Council takes full responsibility for the management and operation of the system. Any major change that would have a significant impact on either, the purpose, scope or policy of operation of the CCTV scheme will take place only after discussion at a Parish Council Meeting. Any change would then be incorporated into this policy.

Hirers of the Village Hall will be informed of the existence of the camera in the standard conditions of hire.

### **4. Management of the System and Accountability**

Day-to-day operational responsibility rests with the Clerk to the Parish Council and the Village Hall Supervisor. The operation of the system and the outcome of any investigations which required footage to be retained will be reviewed at meetings of the Village Hall Management Committee and reported to the Council if necessary.

### **5. Control and Operation of the Camera**

The following points must be understood and strictly observed:

- The system will be only be operated by trained individuals using authorised access devices. Currently this is only the Clerk and/or Village Hall Supervisor, via encrypted software.
- Passwords and access codes for the camera are stored securely and never disclosed. If other access devices are enabled, this will be done by the Clerk.
- No public access will be allowed to the camera images except for lawful, proper purposes with approval of the Chairman of the Parish Council. However, individuals who appear on the CCTV may make an application to the Clerk to see the footage of themselves in line with GDPR.
- The Police are permitted access to recorded material if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the Parish Council of CCTV arrangements. Any visit by the Police to view images will be logged by the Clerk.
- Digital records should be securely stored to comply with data protection laws and should only be handled by the Clerk and/or Village Hall Supervisor.

#### **6. The use of camera images**

For each registered booking:

- The first few seconds of recordings will be reviewed by the Clerk to verify that the Hall is being accessed at the booked time by the authorised hirer.
- Camera recordings between the first entry and last exit will not normally be viewed unless there is an incident requiring investigation.
- All camera recordings will be kept for a maximum of 30 days at which point they will be overwritten. Exceptions for any Police Investigations following incidents will be documented.

For unauthorised or unscheduled access:

- Camera footage will be reviewed by the Clerk as soon as possible in an attempt to identify the person accessing the Hall.
- If the person is known to the Clerk and the access to the Hall is for a legitimate purpose, then a snapshot may be taken to correlate with other entry records, but then the recording will be immediately erased.
- If the person is not known to the Clerk or the access is not legitimate, then the Clerk will retain the recording whilst an investigation is undertaken. It will be erased once the investigation is completed.
- Any event that requires investigation and the retention of recordings should be clearly detailed in the log book of incidents, and the Chairman of the Village Hall Management Committed should be notified at the next available opportunity.
- Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk would inform the Chairman of the Council of any such emergency.
- Any request by an individual member of the public for access to their own recorded image must be made by email before the erasure period expires. After this period, there is no way of retrieving erased images.

#### **IMPLEMENTATION**

Parish Clerk and or Village Hall Supervisor

#### **MONITORING**

The Village Hall Management Committee and the Parish Council

#### **POLICY APPROVAL**

Council Minute XX.XX.XX

#### **POLICY REVIEW DUE**

September 2024