



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

Tuesday 12th 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 6th 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 document pack.**
- 9. CCTV Policy:** To review and approve the Village Hall CCTV policy. **See document pack.**
- 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 10th October 2023