



## Minutes of the Village Hall Management Committee Meeting on Tuesday 12<sup>th</sup> September 2023

**Present:** Cllr N Beckham (NB)(Chairman), Cllr A Freeman (Vice Chairman), 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. **Declarations of Interest:** There were no interests declared.
2. **Apologies for Absence:** Apologies for absence were received from Martin Leake and Cllr. Hall.
3. **Minutes:** The committee approved the minutes of the meeting on 6<sup>th</sup> June 2023 as a true and accurate record of the meeting.

***Resolved:** The Minutes of the meeting on 6<sup>th</sup> June 2023 accepted as true and accurate record of the meeting.*

4. **Actions from the last meeting:** The committee noted the following completed actions:
  - 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 confirmed that she would provide this information by 3<sup>rd</sup> October, in time for the budget meeting. JS-L also confirmed that the electricity invoices are dealt with centrally and probably need to be agreed annually by the school and the VHMC.
6. **Village Hall Maintenance/Repairs:**
  - 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** – The guttering from above the boiler house and across the front of the Village Hall has been cleared and resealed. The school have paid a total of £4,000 and asked the committee to consider a £1,000 contribution to the total cost. The Clerk confirmed that funds were available in the maintenance budget to cover this work.

***Resolved:** The Committee resolved to recommend that £1,000 is paid to Goostrey Community Primary School, upon presentation of an invoice, as a contribution to the sealant work carried out on the Village Hall.*
  - c) **PAT Testing** – PAT testing of equipment in the Village Hall and Parish Office is not being carried out as in previous years. It was agreed that the Clerk would arrange PAT testing of all the equipment in the Village Hall areas as the school is unable to advise, in advance, when the contractor will be on site. This means that locked areas of the Village Hall are being missed.

- 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. The Clerk advised that she is keen to get the soap dispensers replaced as they are creating a mess and look unappealing. JS-L to provide details and costs.

LA advised that there is an issue with teenagers congregating in the area outside of the school and Village Hall kitchens to drink and take drugs as it is hidden from view. The committee agreed that the school should purchase further CCTV equipment and signage for this area and that the Clerk would ask the PCSO to give this area some attention on her rounds. It was agreed that further steps, such as a gate, could be considered in future if the situation didn't improve.

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

- Since the last meeting in June, 31 new booking forms have been received and processed. Of these 5 were from clients new to the hall and 26 were for multiple reservations with quite a number reserving dates in both 2023 and 2024.
- The new PSCO surgeries have been put on the VH Facebook page as they are being booked too late to go in the Parish magazine.
- July and August been quiet with only a few events held (as with previous years) and whilst there have been a couple of cancellations, there have been a number of both new and repeat customers booking with a mix of one-off events and recurring bookings.
- Notable unusual events have included a film shoot resulting in a music video for a "Donavon Silver" and his music release "The White Room" and the recent Vintage Sports Car Club Pit/Lunch stop which was very successful.
- The first overnight booking from a youth orienteering group will take place on the 22<sup>nd</sup>/23<sup>rd</sup> September and a number of repeat Childrens parties for children who have become a year older.
- Airband are also using the Hall to publicise their Broadband Service for the village in September.
- A second paper towel dispenser has been installed in the Bar serverly area and this has eliminated calls to report that the paper towel has run out or cannot be used as it has been jammed, as one is now always working.
- There has been an increase in DIY bookings if a hirer does decide to go DIY, we have been continuing to explicitly advise hirers of the 1 hr/unit minimum charge now published on the VH website and on the revised booking form for events with food, and so far, this has not been rejected by hirers.
- September onwards is looking much busier with regulars returning after a summer break and forthcoming bigger events such as remembering Nell, Goosfest, some private parties (adult and children), and the usual Christmas events.
- It was agreed that the school do not have to provide booking forms for before school activities, the Village Hall Supervisors will confirm the dates with the school via email.

**8. Budget Review and Monitoring:** The budget and reserves reports were reviewed by the committee. SB informed the committee that there are four local groups for whom the costs of hiring the hall are too high, causing them to look at other venues. Of particular concern

were the Set up/Take Down/Cleaning costs. Hire fees and other costs will be considered at the budget meeting in October.

The Clerk reported that there were no issues of concern relating to payments. Projected income for room hire only put the Village Hall on course to reach the budget. The committee were reminded that this figure was subject to change and that this was a reduced target for 2023/24.

**9. CCTV Policy:** The committee reviewed the CCTV policy and the following amendments were agreed:

- Section 1 – Replace Trustees with VHMC.
- Section 5 – Add the words, “in an incident log book” to the phrase, “Any visit by the Police to view images will be logged by the Clerk.”
- The Clerk was asked to create an incident log book.
- Section 6 – Include reference to the incident log book in the line, “Any event that requires investigation and the retention of recordings should be clearly detailed...”
- Section 6 - Include the following: The log book will be reviewed and signed off annually by the VHMC Chairman in line with the review of the CCTV policy.

**Resolved:** *The Committee resolved to approve the CCTV Policy with the agreed amendments.*

**10. Village Hall Resilience:** The Clerk confirmed that she intended to take annual leave over the Christmas period as there are generally no bookings. CD and YD also confirmed that they are likely to take leave over this period and for a period in February/March. CD and YD were encouraged to use all of their annual leave.

**11. Correspondence:** Nothing to report.

**12. Minor Items and Items for the Next Meeting:**

- The Clerk was asked to investigate whether a first aid qualification for the Village Hall Supervisors is required.
- SB offered to demonstrate to CD and YD how the defibrillator works, although this would not be an official course.
- SB asked whether a portrait of the King would be purchased for the Village Hall. The Clerk confirmed that she had already this with the Parish Council prior to the coronation so that this could be actioned as soon as an official portrait was made available. It was subsequently announced by the government that public authorities would be able to apply for a free portrait of the King. The Clerk will make an application as soon as further information is released.
- The Clerk informed the committee that the group creating the wall hanging to mark the coronation had decided to revert to their original plan to hang the artwork in the main hall, rather than in the lounge, as the school children had contributed their own work to the piece.
- SB offered her apologies for the next meeting.

**13. Date of Next Meeting:** Tuesday 10<sup>th</sup> October 2023 – Budget Meeting