



## **Minutes of the Village Hall Management Committee Budget Meeting on Tuesday 10<sup>th</sup> October 2023**

**Present:** Cllr N Beckham (NB)(Chairman), Edna Brandreth (EBr) (VHPFF), Martin Leake (ML) (VHPFF)

**In Attendance:** E Bambrook (EB)(Clerk to the Council)

- 1. Declarations of Interest:** There were no interests declared.
- 2. Apologies for Absence:** Apologies for absence were received from Cllrs. Hall and Freeman, Sally Ball and the school.
- 3. Budget Planning 2024/25:** The committee studied the budget documents provided and agreed with the recommendations made. The reserves for the Village Hall were also considered. The capital reserve for Village Hall Projects is intended to include funding to replace the windows in the Parish Office and the Committee Room but it was also noted that the main hall floor would need to be replaced at some point (£2,000 is set aside in earmarked reserves for refurbishment of the existing floor) and the PA System may also need replacing due to its age. **See the approved draft budget document including notes in Appendix 1 on page 2.**
- 4. 3 Year Budget Planning:** The committee scrutinised the 3 year budget planning document provided and agreed budget planning up to and including 2026/27. **See the approved draft 3 year budget document including notes in Appendix 2 on page 4.**
- 5. Minor Items and Items for the Next Meeting:**  
**Minor Items:**
  - The Clerk advised that she had arranged for PAT testing of 31 items which had taken place in all areas outside of the Main Hall. Two kettles had been decommissioned and had now been replaced.
  - Following the last emergency lighting check, 2 LED box exit signs had failed, the Clerk has arranged for the contractor to visit at the end of October.
  - One of the lounge chairs has been broken and needs to be replaced.
  - The light outside of the Committee Room is out and the one outside the Parish Office is extremely dim. The Clerk has arranged for an electrician to visit to resolve.

### **Items for the next agenda:**

- Review of Goosfest events.
- 6. Date of Next Meeting:** Tuesday 5<sup>th</sup> December 2023

APPENDICES

Appendix 1 Item 3 Approved Draft Budget 2024/25

Goostrey Parish Council

Detailed Budget Summary

Current Year 2023-2024					Next Year 2024-2025			Notes	
3 Village Hall									
		Receipts		Payments		Receipts		Payments	
Co Title	Budget	Actual	Budget	Actual	Budget		Budget		
2 VH Lettings - Hall	6,000.00	3,581.50			6,300.00	5.00%			Hire fees were last increased in April 2022. Costs are increasing and inflation is running at about 6%. Hire fees should be reviewed bearing in mind that any deficit will need to be addressed either via an increase in fees, an increase in the precept or use of reserves. Using reserves is not a recommended option. The Committee agreed to maintain hire fees at the current level by careful control of costs and budgeting for the recharge, plus a push to increase income.
3 VH Lettings - Lounge	10,000.00	3,530.25			10,500.00	5.00%			
4 VH Lettings - Committee	300.00	44.80			300.00	0.00%			
5 VH Lettings - School Kitchen	125.00	50.00	125.00	150.00	125.00	0.00%	125.00	0.00%	Collected by GPC & paid to school
6 VH Lettings - Caretaker Servs	1,200.00	780.00			1,260.00	5.00%			It was agreed that this budget should be removed as it isn't a target to reach and should be considered as exceptional income if there are any receipts.
9 VH - Lettings early/late fees	50.00				0.00	-100.00%			
37 VH Recharge			11,000.00				11,550.00	5.00%	CEC stated that the recharge for 2022/23 is £13,639.39. The council is unable to reconcile this figure as copy invoices have not been provided for all of the charges and the electricity bills have not been apportioned correctly this would reduce the recharge figure much closer to the council's estimate, even allowing for the large increase in the price of fuel oil. It is therefore recommended to set the budgeted recharge figure at £11,550 in 2024-25. *
38 VH Improvements			1,150.00				1,210.00	5.22%	
39 Performing Rights Licence			200.00	142.79			200.00	0.00%	It was agreed to leave this budget line the same as last year which still allows for an increase in events and therefore an increase in the fee.
40 VH Gen Maintenance & Supp			2,300.00	340.00			2,415.00	5.00%	Includes costs for servicing the Paxton/CCTV system, PAT testing, cleaning of the lounge floor and chairs, sevicng of the roller door in the Lounge and the potential servicing/refilling costs of new soap dispensers. Non Recharge items are also included such as contributions towards gritting and Grounds Maintenance.

42	VH Advertising/Entertainment	525.00	13.09			250.00	-52.38%	It was agreed to reduce this budget as it is not being fully used.		
		8,850.00	2,436.52			9,295.00	5.03%			
44	VH Clerk Salary	1,775.00	794.60			1,870.00	5.35%	Notional amount for the 23/24 Local Government Pay Claim which has not yet been agreed.		
46	VH Staff Expenses									
		900.00	634.50			945.00	5.00%			
58	VH Employers NIC	250.00	56.81			263.00	5.20%	Notional amount for the 23/24 Local Government Pay Claim which has not yet been agreed.		
59	VH EES Pension									
67	VH ERS Pension	85.00	39.97			90.00	5.88%			
		17,675.00	7,986.55	27,160.00	4,608.28	18,485.00	4.58%	28,213.00	3.88%	The draft budget seeks to maintain the support required from the precept below £10,000 by controlling costs and increasing income from hire of the Village Hall.

\* Due to the administrative issues with the recharge, accurate budgeting is extremely difficult, however, the council's prudent financial planning means that reserves are available to address this if necessary.

Appendix 2  
Item 4 Approved Draft 3 Year Budget Plan

Goostrey Parish Council  
Village Hall 3 Year Budget Document

Cost Code	2024-2025		2025-2026		2026-2027	
	Receipts	Payments	Receipts	Payments	Receipts	Payments
2 VH Lettings - Hall	6,300.00		6,500.00		8,000.00	
3 VH Lettings - Lounge	10,500.00		10,200.00		10,200.00	
4 VH Lettings - Committee	300.00		300.00		300.00	
5 VH Lettings - School Kitchen	125.00	125.00	125.00	125.00	125.00	125.00
6 VH Lettings - Caretaker Servs	1,260.00		1,325.00		1,340.00	
9 VH - Lettings early/late fees	0.00		0.00		0.00	
37 VH Recharge		11,550.00		12,150.00		12,750.00
38 VH Improvements		1,210.00		1,150.00		1,207.00
39 Performing Rights Licence		200.00		220.00		220.00
40 VH Gen Maintenance & Supp		2,415.00		2,500.00		2,625.00
42 VH Advertising/Entertainment		250.00		250.00		250.00
43 VH Supervisor Salary		9,295.00		9,765.00		9,865.00
44 VH Clerk Salary		1,870.00		1,970.00		2,070.00
46 VH Staff Expenses						
57 VH - Caretaker Services Pay		945.00		992.00		1,000.00
58 VH Employers NIC		263.00		285.00		300.00
59 VH EES Pension						
67 VH ERS Pension		90.00		95.00		100.00
	18,485.00	28,213.00	18,450.00	£29,502.00	19,965.00	30,512.00

At the budget review next year the committee will have to consider increasing Village Hall hire fees in 2025/26 to address the gap between income and expenditure and the the amount of support required from the precept.