



DOCUMENT PACK FOR VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday 5th December 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. Actions from the Last Meeting:**
- 4. Minutes:** To approve the minutes of the meeting on 13th September 2023. View Draft Minutes.
- 5. Actions from the Last Meeting:**
 - a) PAT Testing has now been completed.
 - b) Draft budget has been completed.
- 6. Village Hall Recharge Update:** To receive an update from the Clerk.
- 7. Goosfest Review:** To review the events held in the Village Hall, consider concerns and note any recommendations for next year.
- 8. Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
 - a) **Replacement for Broken Conference Chair**
 - b) **Replacement Soap Dispensers**
 - c) **Bluetooth AUX Adapter for Music**
 - d) **Maintenance of the CCTV and Door System** – Routine annual maintenance has been carried out and a back up battery for the door system has been installed.
 - e) **Hallway Lighting** – The broken light in the hallway outside of the Committee Room has been replaced and a new bulb put into the second light on the corridor.
 - f) **Repair Work to Water Boiler** – Replacement of burnt out fused spur and repair of back box.
 - g) **Guttering Sealant Contribution** - £1,000 contribution approved, awaiting invoice.
 - h) **Website Updates** – New pictures of Committee Room and more information about hire for children's parties.
- 9. Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements. **See page 2.**
- 10. Meeting Schedule 2024:** To note the schedule of meetings for 2024. **See page 3.**
- 11. Budget Review and Monitoring:** See Detailed Budget Summary and Reserve Report. **See page 4.**
- 12. Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
- 13. Correspondence:** To review any correspondence received since the last meeting.
- 14. Minor Items and Items for the Next Meeting**
- 15. Date of Next Meeting:** Tuesday 5th March 2023



Since the last meeting in September, 89 new booking forms have been received and processed.

From this, there have been 8 new clients to the Hall and 81 were for multiple bookings and quite a number booking or reserving dates in and for 2024. We have also had an enquiry for a wedding reception in June 2025, and have recently accepted a short notice booking for a Wake and also have a (post) baptism event in January.

We will be welcoming back many clients in 2024, and have had bookings including the Bridge Club, Art classes, Cycle Clubs, the WI's, Probus, Goosfest, Rose Day, and private individuals that are returning for private Birthday Parties as their children get older.

We are also welcoming back the Royal British Legion to the Hall in 2024.

Goosfest this year went well with mixture of DIY and Caretaker services. We had estimated the number of hours needed for Caretaker Services but which when it came to the actual time spent by ourselves on Caretaker Services was notably reduced from the estimated time (in part due to the efforts of the Goosfest volunteers, but also due to the kind weather) which meant the fee charged to Goosfest could be/was reduced.

We have however after various DIY events in addition to finding lost property, have found lights and the water boiler left on, broken glass and bits of crockery and food stuff in the Kitchen (and on the Lounge carpet) and the sink dirty and, in the main hall sometimes have found chairs & tables stacked but not put away, the amp left on/ microphone left out and on the floor: drawing pins, tie wraps, food and toothpicks (and even a short bit of scaffold pipe!).

We have also on a few occasions had to clean the hall floor prior to a hire due to dirt and food detritus (e.g. at half term there was still sweet corn and peas on the floor when we came to set up for a hire).

We have noticed that the school's red floor sweepers have been renewed (which is good) but we think that they are becoming less effective and so need a clean as they are now full of dirt which may be contributing to the above (We don't use them but use our larger blue sweeper which we do regularly clean after use).

Notable events this quarter: the Foden society, which was very successful, and the Goostrey Cancer Group Xmas Fair (and again the weather was kind for both events), and Foden have indicated that they intend to book again for 2024.

We are now finding that, now there is more information on the Parish Village Hall Website re hire fees that there are less questions on pricing etc (although we still do get some!!).

Together with Emma we have 'upgraded' the circa 2002 Wharfedale Pro PM 600 Mixer Amplifier located on the stage to give it a Bluetooth capability so that hirers can stream music from their phones and/or use their phones as a microphone to it.

We are also investigating with Emma options to replace the soap dispensers in all the toilets and to place one in the kitchen. We felt that the company utilised by the school would be overly expensive for the Hall due to the low usage. Additionally, due to the location of the sinks in the kitchen we feel it would be difficult to place on a wall and that stand-alone unit in the kitchen might be preferable.

The outside bin has a big crack in one side which is slowly getting worse and the post to which it is attached is slowly falling over and therefore both would benefit by being replaced.

As this is written we have just decked the Hall with the Christmas decorations in time for St Lukes Xmas Fair and we hope that you agree that the hall is looking very Christmassy for the forthcoming Christmas events.

Merry Christmas everyone and a happy 2024.

Yvonne & Chris

Item 10

Village Hall Management Committee Meetings 2024

Tuesday 5 March 2024
18:00 – 19:30

Tuesday 4 June 2024
18:00 – 19:30

Tuesday 10 September 2024
18:00 – 19:30

Tuesday 15 October 2024 – Budget Meeting
18:00 – 19:30

Tuesday 3 December 2024
18:00 – 19:30

Goostrey Parish Council

Summary of Receipts and Payments

28 November 2023 (2023-2024)

Cost Centre 3

3 Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	VH Lettings - Hall	6,000.00	5,773.50	-226.50	Uninvoiced bookings (room hire only) with projected income if they invoiced now is £6,660.50. Figure subject to change should the bookings change.			-226.50 (-3%)
3	VH Lettings - Lounge	10,000.00	4,992.75	-5,007.25				-5,007.25 (-50%)
4	VH Lettings - Committee Room	300.00	310.40	10.40				10.40 (3%)
5	VH Lettings - School Kitchen	125.00	50.00	-75.00	125.00	150.00	-25.00	-100.00 (-40%)
6	VH Lettings - Caretaker Services Charge	1,200.00	1,275.00	75.00				75.00 (6%)
7	VH Lettings - Performing Rights for Music							(N/A)
9	VH - Lettings early/late fees	50.00		-50.00				-50.00 (-100%)
37	VH Recharge	The recharge for 2023-24 has now been transferred to an earmarked reserve and so now shows as a payment.			11,000.00	11,000.00		(0%)
¹ 38	VH Improvements				1,150.00		1,150.00	1,150.00 (100%)
² 39	Performing Rights Licence				200.00	142.79	57.21	57.21 (28%)
40	VH General Maintenance & Supplies				2,300.00	646.48	1,653.52	1,653.52 (71%)
41	VH - Covid Cleaning - Hall							(N/A)
42	VH Advertising/Entertainment Budget				525.00	13.09	511.91	511.91 (97%)
43					8,850.00	3,248.58	5,601.42	5,601.42 (63%)
44	VH Clerk Salary				1,775.00	1,060.84	714.16	714.16 (40%)
45	VH - Covid Cleaning - Lounge							(N/A)
46	VH Staff Expenses							(N/A)
57					900.00	1,066.50	-166.50	-166.50 (-18%)
58	VH Employers NIC				250.00	76.49	173.51	173.51 (69%)
59	VH EES Pension							(N/A)
67	VH ERS Pension				85.00	53.29	31.71	31.71 (37%)
SUB TOTAL		17,675.00	12,401.65	-5,273.35	27,160.00	17,458.06	9,701.94	4,428.59 (9%)

Summary

NET TOTAL	17,675.00	12,401.65	-5,273.35	27,160.00	17,458.06	9,701.94	4,428.59 (9%)
V.A.T.		285.00			89.86		
GROSS TOTAL		12,686.65			17,547.92		

1. Payments committed but not yet appearing on report: £ 39.34 to provide Bluetooth capability for PA system.
£148.10 to install a back up battery in the door opening system.
Total £187.44

2. Payments committed but not yet appearing on report: £1,000 contribution to guttering sealant.
£68.81 Water boiler repair.
£180 for annual maintenance of door and CCTV system.
£183.32 to repair the lights outside of the office and Committee Room.
Total £1,432.13

The cost of replacing the broken lounge chair is £70 and replacement soap dispensers are currently being assessed. There will also be an invoice from the school for non recharge items e.g. grounds maintenance.

Annual maintenance of the roller shutter in the lounge is due in March and the lounge chairs and carpet were cleaned in March this year. These items could be scheduled for early in the next financial year or could be absorbed by underspend on other budget lines such as the improvements budget.

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>
Capital					
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
Total Capital	29,169.36				29,169.36
Earmarked					
Operating Reserves	69,680.00	-24,068.00			45,612.00
Village Hall Recharge 2018-2019	2,767.00	0.01			2,767.01
Village Hall Recharge 2019-2020	13,000.00	-4,128.30			8,871.70
Village Hall Recharge 2020-2021	13,000.00	-12,353.24			646.76
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishment	2,000.00	-2,000.00			0.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	157.28	38,643.43			38,800.71
Connected Communities Fund	43.00				43.00
Christmas Lights for Bogbean	1,626.92	3,500.00	3,119.97		2,006.95
Village Hall Recharge 2021-2022	13,000.00				13,000.00
Village Hall Recharge 2022-2023	10,000.00	3,639.39			13,639.39
Grants & Donations 2023-2024	7,006.81	-1,800.00	3,472.80		1,734.01
Village Hall Laptop		1,000.00			1,000.00
Defibrillator Supplies		1,000.00			1,000.00
Approved Grant		1,800.00			1,800.00
Grants & Donations 2024-2025		3,000.00			3,000.00
D-Day Events 2024		1,000.00			1,000.00
Christmas Lights Switch On event 2024		1,000.00			1,000.00
Village Hall Recharge 2023-2024		11,000.00			11,000.00
VH Recharges		-11,000.00	-11,000.00		0.00
Total Earmarked	151,281.01	10,233.29	-4,407.23		165,921.53
TOTAL RESERVE	180,450.37	10,233.29	-4,407.23		195,090.89
GENERAL FUND					23,205.45
TOTAL FUNDS					218,296.34

These reserves have been reduced to the figures quoted by CEC and approved by the council. CEC have agreed to invoice for these years. An invoice is still awaited.

Reduced as part of the budgeting process. Future VH refurbishment contribution to be taken from Village Hall Projects Capital Reserve.