



Minutes of the Village Hall Management Committee Meeting on Tuesday 9th January 2024

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)

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:** No apologies were received, Cllr. Hall and Martin Leake were absent.
3. **Minutes:** The committee approved the minutes of the meeting on 12th September 2023 as a true and accurate record of the meeting.

Resolved: *The Minutes of the meeting on 12th September 2023 accepted as true and accurate record of the meeting.*

4. **Actions from the last meeting:** The committee noted the following completed actions:
 - a. PAT testing has now been completed.
 - b. Draft budget has been completed and the budget for 2024/25 has been approved. It was confirmed that there would be no increase in hire charges in 2024/25 but that hire charges would be reviewed again as part of the next budget setting process and may increase in 2025/26.
5. **Village Hall Recharge Update:** CEC has now raised the invoice for recharge years 2018/19, 2019/20 and 2020/21 and the balance was paid on 5th January. The Clerk is working on the outstanding issues for recharge years 2021/22 and 2022/23 and is in contact with CEC. JS-L asked to be copied in on the correspondence and also offered to meet with the Clerk to discuss any issues. JS-L also confirmed that there are problems with the current year's recharge and will send the GTL for the year so far, to the Clerk.
6. **Goosfest Review:** The school confirmed that all went well from their point of view and there had been no problems reported to the Clerk from the Goosfest organising committee. Following issues the previous year, the Clerk and Village Hall Supervisors spent time prior to the festival collating the group's requirements and how these could be met. This was then fed back to the group who then had the chance to confirm the plan would meet their requirements. It was confirmed that booking forms had been received for 2024 and that Friday 11th October had been identified as the one Friday where early entry to the hall had been requested. The Village Hall Supervisors will double check this and confirm to the school before the next meeting.
7. **Village Hall Maintenance/Repairs:**
 - a) **Replacement for Broken Conference Chair** – Order for new chair has been placed.
 - b) **Replacement Soap Dispensers** – Several options had been considered including dispensers with an annual contract for refilling/servicing and other stainless steel dispensers to match the existing. It was felt however that a smaller white plastic dispensers would best meet the village hall's requirements, would be easier to clean than the stainless steel versions and wouldn't require costly, dispenser specific refills. It was agreed that 7 units would be

purchased, 5 to replace the existing dispensers in the toilets, 1 for the Committee Room and a spare. The cost excluding VAT would be £188.93 plus installation costs.

c) Bluetooth AUX Adapter for Music – This has been installed and is working. The Clerk was asked to find out whether the PA system could be serviced as the fan is making a noise.

d) Maintenance of the CCTV and Door System – Routine annual maintenance has been carried out and a backup 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 was carried out before Christmas.

g) Guttering Sealant Contribution – A £1,000 contribution was approved and JS-L has confirmed that this will be included on the annual invoice.

h) Website Updates – New pictures of Committee Room and more information about hire for children's parties has been added to the website. The Clerk has asked for the listing on CEC's venues web page to be updated as the details are old and there isn't a link to the website. YD also suggested creating a video for the website to showcase the venue.

i) Hall Floor – It was confirmed that work on the hall floor was last carried out two summers ago. It was agreed that the Clerk would obtain quotes for cleaning and resealing the floor and that the school would contribute to this.

j) Repainting in Hall – It was confirmed that the hall was last painted four years ago. It was agreed that the Clerk would obtain quotes for this. The school confirmed that they don't currently have budget for this. UPVC panelling for the higher traffic wall areas was also suggested as a longer term solution to painting. The Clerk will look at costs. It was suggested that the toilets would also benefit from repainting.

k) Dog Waste Bin – The Village Hall Supervisors reported that the bin in the car park was increasingly being used for dog waste which they then have to empty. It was suggested that a dog waste bin could be installed next to the gate between the car park and the footpath next to the cemetery. This would have to be agreed with CEC/Ansa as they would need to empty it. It was also agreed that a new waste bin was required as the current bin was cracking and the post was rotting.

8. Caretaking and Cleaning: The contents of the Supervisor's report were received and items of particular note, which weren't already covered in the meeting, were the following:

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

9. Meeting Schedule 2024: The meeting dates for 2024 were noted by the committee.

- 10. Budget Review and Monitoring:** The budget and reserves reports were reviewed by the committee. No issues of concern were raised although it would be important, given the list of maintenance and repair requirements, to continue closely monitor costs for the next quarter.
- 11. Village Hall Resilience:** The Clerk confirmed that she intended to take annual leave from 29th August to 6th September. The Village Hall Supervisors advised that they would also like to take annual leave in early September. It was confirmed that bookings would be managed accordingly during that week. It was reported that YD and CD still had the majority of their annual leave to take by the end of March. A combination of personal circumstances and a desire not to leave the Clerk to manage the hall alone has caused this situation. The committee and the Clerk thanked both YD and CD for their conscientiousness and diligence but emphasised how important it was for leave to be taken. It was agreed that, with enough notice, bookings could be managed and members of the committee offered to support the Clerk during holiday periods. YD and CD agreed to take the majority of their leave but requested that 5 days be carried forward into the next leave year.
- 12. Correspondence:** Nothing of note to report.
- 13. Minor Items and Items for the Next Meeting:** Martyn's Law will require venues to take steps to mitigate the impact of terrorist attacks. The Clerk will provide information on how the law, when it is introduced, will affect the Village Hall. Premises and events with a capacity of 100 to 799 will be in the standard tier.
- 14. Date of Next Meeting:** Tuesday 5th March 2024