



Goostrey Parish Council

DOCUMENT PACK FOR THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING on Tuesday 5th March 2024 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 9th January 2024. [View Draft Minutes.](#)
- 5. Hall Hire:** To discuss the issues arising from the booking on 3rd March and agree any steps to prevent or reduce problems in future.
- 6. Village Hall Recharge Update:** To consider a proposal by the council that representatives from the school and council request a meeting with representatives from Cheshire East Finance to discuss the recharge. Specifically, how the system or processes can be improved to restore confidence in the accuracy of the final recharge figure and what steps can be taken to reduce the current level of administration.
- 7. Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
 - a) Replacement Soap Dispensers** – Now installed and walls made good.
 - b) Maintenance of the Lounge Roller Shutter** – Routine maintenance has been carried out.
 - c) Hall Floor** – Quotes to follow.
 - d) Repainting in Hall** – Quotes to follow.
 - e) Litter Bin** – New bin has been installed and concrete post straightened. Request made to Ansa regarding emptying of a dog waste bin to be provided by the Parish Council.
 - f) New Projector Screen for Lounge** – To approve a pull down/electric ceiling/wall mounted projector screen.
- 8. Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements.
- 9. Terrorism (Protection of Premises) Bill (Martyn's Law):** To receive an update from the Clerk.
- 10. Budget Review and Monitoring:** See Detailed Budget Summary and Reserve Report. **See page 2.**
- 11. Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
- 12. Correspondence:** To review any correspondence received since the last meeting.
- 13. Minor Items and Items for the Next Meeting**
- 14. Date of Next Meeting:** Tuesday 4th June 2023

Goostrey Parish Council

Summary of Receipts and Payments

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 | 8,412.00 | 2,412.00 | | | | 2,412.00 (40%) |
| 3 | VH Lettings - Lounge | 10,000.00 | 7,832.66 | -2,167.34 | | | | -2,167.34 (-21%) |
| 4 | VH Lettings - Committee Room | 300.00 | 375.20 | 75.20 | | | | 75.20 (25%) |
| 5 | VH Lettings - School Kitchen | 125.00 | 100.00 | -25.00 | 125.00 | 150.00 | -25.00 | -50.00 (-20%) |
| 6 | VH Lettings - Caretaker Services | 1,200.00 | 2,340.00 | 1,140.00 | | | | 1,140.00 (95%) |
| 7 | VH Lettings - Performing Rights | | | | | | | (N/A) |
| 9 | VH - Lettings early/late fees | 50.00 | | -50.00 | | | | -50.00 (-100%) |
| 37 | VH Recharge | | | | 11,000.00 | 11,000.00 | | (0%) |
| 38 | VH Improvements | | | | 1,150.00 | 280.88 | 869.12 | 869.12 (75%) |
| 39 | Performing Rights Licence | | | | 200.00 | 142.79 | 57.21 | 57.21 (28%) |
| 40 | VH General Maintenance & Supl | | | | 2,300.00 | 1,358.30 | 941.70 | 941.70 (40%) |
| 41 | VH - Covid Cleaning - Hall | | | | | | | (N/A) |
| 42 | VH Advertising/Entertainment Bl | | | | 525.00 | 13.09 | 511.91 | 511.91 (97%) |
| 43 | VH Supervisor Salary | | | | | | | |
| 44 | VH Clerk Salary | | | | 1,775.00 | 1,484.20 | 290.80 | 290.80 (16%) |
| 45 | VH - Covid Cleaning - Lounge | | | | | | | (N/A) |
| 46 | VH Staff Expenses | | | | | | | (N/A) |
| 57 | VH - Caretaker Services - Pay | | | | | | | |
| 58 | VH Employers NIC | | | | 250.00 | 116.50 | 133.50 | 133.50 (53%) |
| 59 | VH EES Pension | | | | | | | (N/A) |
| 67 | VH ERS Pension | | | | 85.00 | 77.27 | 7.73 | 7.73 (9%) |
| SUB TOTAL | | 17,675.00 | 19,059.86 | 1,384.86 | 27,160.00 | 21,295.48 | 5,864.52 | 7,249.38 (16%) |

Summary

| | | | | | | | |
|--------------------|------------------|------------------|-----------------|------------------|------------------|-----------------|-----------------------|
| NET TOTAL | 17,675.00 | 19,059.86 | 1,384.86 | 27,160.00 | 21,295.48 | 5,864.52 | 7,249.38 (16%) |
| V.A.T. | | 498.00 | | | 287.85 | | |
| GROSS TOTAL | | 19,557.86 | | | 21,583.33 | | |

Notes

Village Hall receipts have exceeded the budget with a month left to go before year end.

Payments for the installation of the new soap dispensers (and making good), the litter bin, plus the straightening of the concrete post have yet to be made, this totals £100. The roller shutter in the lounge has been serviced at a cost of £154.68 and the invoice is awaited.

An invoice is also expected from the school to cover the Village Halls contribution to grounds maintenance etc. plus the £1,000 contribution to the guttering work.

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 | | 4,770.00 | | 6,630.00 |
| Capital General | 4,606.00 | | | | 4,606.00 |
| Village Entrances Project | 4,363.36 | | | | 4,363.36 |
| Total Capital | 29,169.36 | | 4,770.00 | | 24,399.36 |
| 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 | | 0.00 |
| Village Hall Recharge 2019-2020 | 13,000.00 | -4,128.30 | 8,871.70 | | 0.00 |
| Village Hall Recharge 2020-2021 | 13,000.00 | -12,353.24 | 646.76 | | 0.00 |
| 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 | 27,893.43 | | | 28,050.71 |
| Connected Communities Fund | 43.00 | | | -43.00 | 0.00 |
| Christmas Lights for the Bogbean | 1,626.92 | 3,500.00 | 3,421.62 | | 1,705.30 |
| 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 | 3,572.80 | | 1,634.01 |
| Village Hall Laptop | | 1,000.00 | | | 1,000.00 |
| Defibrillator Supplies | | 1,000.00 | 94.95 | | 905.05 |
| 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 |
| Booth Bed Lane Playground Project | | 10,750.00 | | | 10,750.00 |
| Total Earmarked | 151,281.01 | 10,233.29 | 8,374.84 | -43.00 | 153,096.46 |
| TOTAL RESERVE | 180,450.37 | 10,233.29 | 13,144.84 | -43.00 | 177,495.82 |
| GENERAL FUND | | | | | 17,879.48 |
| TOTAL FUNDS | | | | | 195,375.30 |