



Minutes of the Village Hall Management Committee Meeting on Tuesday 5th March 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:** Martin Leake and Cllr. Hall.
3. **Actions from the last meeting:** Listed in item 7.
4. **Minutes:** The committee approved the minutes of the meeting on 9th January 2024 as a true and accurate record of the meeting.

Resolved: *The Minutes of the meeting on 9th January 2024 accepted as true and accurate record of the meeting.*

5. **Hall Hire:** The issues arising from the hire of the hall on 3rd February were discussed. The hall was hired for an 18th birthday party. The Village Hall Supervisors were assured that this would be a family party with approximately 30 adults and only 15 young people. There are currently no restrictions on 18th birthday parties being held in the hall. The DJ at the event used a smoke machine, which is not allowed and this is clearly stated in the terms and conditions of hire. This set off the fire alarm and CD attended when contacted by the hirers. The alarm monitoring company were contacted and advised that this was a false alarm, however, the Village Hall staff don't have a key to reset the panel to stop the alarm from sounding. In addition, the monitoring company only have a list of contacts for school staff which resulted in JS-L being called out. Whilst it is recognised that this is a rare occurrence the school have agreed that the Village Hall staff can be provided with a key for the panel and can be included on the list provided to the monitoring company.

In addition to the use of the smoke machine, the village hall was left in an extremely poor condition and therefore additional charges were applied to the invoice to cover staff call outs, cleaning, a late finish and an additional visit by staff on Sunday morning to allow access for removal of a balloon arch left on the premises. Payment has not yet been received, although this is not due for a couple of days. The Clerk has sent a reminder email and will write to the hirer later in the week. Further action will be taken, in consultation with the council, if payment is not received.

The committee considered whether any changes needed to be introduced to prevent this situation occurring in future. It was agreed that a deposit covering the cost of room hire should be taken for parties and that this should be reviewed at the next meeting. Full payment in advance is already required for children's parties.

6. **Village Hall Recharge Update:** JS-L has been working with CEC Schools Finance to resolve the ongoing issues with this year's recharge. CEC have agreed to allow the electricity invoices to go directly to JS-L to apply the split rather than this being done centrally, where there is clearly a misunderstanding of how this should work. There have also been issues with waste and BT Line Rental charges, these are split by the school rather than centrally, however, these invoices are paid via school's purchase card and despite coding the split correctly, there is an

inconsistency as to whether the transfer to the centre codes is applied. CEC now have a new bank account and it is believed that this should work correctly with the Unit 4 system. JS-L and EB will meet on 25th March at 1.30pm to go through everything. It is anticipated that any issues will be highlighted and resolved, going back to CEC if necessary. EB will then be able to go to the Parish Council Finance Committee with a fully reconciled figure for them to approve and the invoice provided by CEC can be paid. Once the system is working correctly, thereby preventing more problems in future years, JS-L and EB can look at the outstanding recharges for 2021/22 and 2022/23. Going forward JS-L and EB will meet on a quarterly basis to review the recharge.

JS-L advised that the water provider would be changing as of 1st April and also confirmed that the annual invoice should be provided by the end of the week.

7. Village Hall Maintenance/Repairs:

- 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. See below.
- d) **Repainting in Hall** – Quotes to follow. The school summer holiday runs from 24th July inclusive. The Village Hall Supervisors will block out time during August to try to allow a window of time for this work to be done.
- e) **Litter Bin** – A new bin has been installed and concrete post straightened. A request has been made to Ansa regarding the emptying of a dog waste bin to be provided by the Parish Council. CEC have advised that they are not taking on any additional litter/dog bin emptying so will not be able to commit to this additional location in Goostrey, even though the Parish Council will fund the cost of the bin. The request has been added to the litter bin request list and the council will be updated if the situation changes.
- f) **New Projector Screen for Lounge** – The committee agreed that the Clerk could investigate options for a new pull down/electric ceiling/wall mounted projector screen. The current standalone screen is quite old and is needed more often now that the Coronation Wall Hanging has been installed.

8. Caretaking and Cleaning: The Village Hall Supervisors reported the following:

- Since the last meeting in December, we have received 39 new bookings.
- From this, there have been 4 new clients to the Hall and 35 were for multiple bookings and quite a number are bookings or reserving dates for 2024/25.
- December 2023 and all the Christmas Parties were successful, and we have already had a number of bookings or reservations for this coming festive season.
- In the last period we had a Christening and a Wake from which we have received positive feedback.
- There was also a return of the Jodrell Side WI Fashion Show.
- One of our new clients are the Royal Geographical Society giving a talk in April, we are also welcoming back some cycling events – hopefully the weather is kind to them this year.
- We have both completed First Aid training.

9. Terrorism (Protection of Premises) Bill (Martyn's Law): The Clerk attended an SLCC/Home Office webinar. The Bill will require certain venues to fulfil necessary but proportionate steps to mitigate the impact of a terrorist attack and reduce harm. The duties that premises will

have will depend on the size of the venue. Premises and events with a capacity of 800 or above will be in the enhanced tier, while premises with a capacity of 100 to 799 will be in the standard tier. There is no requirement to assess the likelihood of a terror attack rather, the requirement is to be prepared. The Bill is not yet law and it is therefore still subject to change, however the situation currently is as follows:

Those responsible for Standard Tier premises will be required to have in place reasonably practicable procedures to follow in the event of an attack. The requirement for specific terrorism protection training has been removed. Instead, training or instruction will be what is sufficient and appropriate to ensure procedures are effectively in place considering their circumstances and that staff are aware of the actions to take and protocols to follow in the event of an attack. Guidance will assist those responsible for standard duty premises and there will be sufficient time to make the necessary changes.

- 10. Budget Review and Monitoring:** The budget and reserves reports were reviewed for quarter 3. It was noted that the receipts budget for village hall hire had been exceeded with a month left of the financial year. There were no issues of concern.
- 11. Village Hall Resilience:** No issues currently.
- 12. Correspondence:** Nothing of note to report.
- 13. Minor Items and Items for the Next Meeting:** NB advised that grants are currently available to improve community facilities and buildings, energy efficiency and save carbon through the Improved, Greener Community Facilities Fund, funded by the UK Rural Prosperity Fund. The Parish Council is eligible and could use the funding to replace the single glazed windows in the office, committee room and toilets. The Committee agreed that this would be worth pursuing and this will be recommended to council.
- 14. Date of Next Meeting:** Tuesday 4th June 2024