



Goostrey Parish Council

DOCUMENT PACK FOR THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday 4th June 2024 at 6pm in the Village Hall, Lounge

AGENDA

1. **Election of Chairman:** To elect the Chairman of the Village Hall Management Committee.
2. **Election of Vice Chairman:** To elect the Vice Chairman of the Village Hall Management Committee.
3. **Declarations of Interest:** To receive any declarations of interest.
4. **Apologies for Absence:** To receive any apologies for unavoidable absence.
5. **Minutes:** To approve the minutes of the meeting on 5th March 2024. [View Draft Minutes.](#)
6. **Terms of Reference:** To review and approve the committee's Terms of Reference.
See page 2.
7. **Village Hall Recharge Update:** To receive an update from the Clerk.
8. **Portrait of the King:** To approve the placement of the portrait.
9. **Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
 - a) **Hall Floor Clean and Reseal** – To confirm dates and arrangements.
 - b) **Repainting in Hall** – To receive information on costs.
 - c) **Cleaning of the Lounge carpet and chairs** – To approve.
10. **Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements. **See page 4.**
11. **Replacement Windows Project:** To receive an update from the Clerk and to approve quotes.
See page 5.
12. **Request from the Goostrey Archive:** To consider and approve a proposal by the Goostrey Archive Group to install a screen in the Committee Room. **See page 13.**
13. **Budget Review and Monitoring:** See Detailed Budget Summary and Reserve Report.
See page 14.
14. **Strategic Plan:** To review and update the existing plan as it relates to the Village Committee and agree any objectives for 2024 – 2028. **See page 17.**
15. **Breastfeeding Welcome Scheme:** To consider and approve Breastfeeding Welcome Scheme Accreditation for the Village Hall. **See page 27.**
16. **Cheshire Community Action Community Buildings Membership:** To consider the benefit of continued membership. <https://cheshireaction.org.uk/>
17. **Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
18. **Correspondence:** To review any correspondence received since the last meeting.
19. **Minor Items and Items for the Next Meeting**
20. **Date of Next Meeting:** Tuesday 10th September 2024

GOOSTREY PARISH COUNCIL

VILLAGE HALL MANAGEMENT COMMITTEE

Terms of Reference

PREAMBLE

1. The Village Hall Management Committee (VHMC) first met in its present form on 30 January 1997. The revised Structure of the VHMC was agreed by the former Management Sub-committee on 9 September 1996 and the full Parish Council on 8 October 1996.
2. The VHMC will act in accordance with the *Working Practices Manual* and the "Agreement relating to the Joint Use of the Goostrey Primary School in the County of Cheshire" dated 19 June 1985 (Ref. J T Kellet, County Hall, Chester, 21.4/RH/SMD/PSR004).

TERMS OF REFERENCE


3. The VHMC remains a Sub-Committee of Goostrey Parish Council. Its recommendations must be approved by the full Parish Council prior to action being taken (other than devolved powers on expenditure, see below).
4. The VHMC consists of nine (9) members, comprising 3 Parish Councillors, 3 representatives from Goostrey School and 3 representatives from Goostrey VHPFF
5. Any meeting shall be deemed quorate in the presence of 4 members, which must include at least one representative of each of the constituent bodies involved, i.e. Goostrey Parish Council, Goostrey School and Goostrey VHPFF.
6. The VHMC shall elect a Chairman and Vice Chairman at its first meeting following the Annual Meeting of the Parish Council in May each year. VHMC members may also be re-elected as proposed by the constituent bodies.
7. The VHMC has three broad areas of responsibility:
 - a) Finance
 - b) Maintenance
 - c) Lettings

FINANCE

8. The VHMC shall set a budget for each financial year (1 April – 31 March, in accordance with the Parish Council year).
9. The VHMC uses the Parish Council bank account for the purposes of the Village Hall, which is maintained by the Parish Clerk and audited in conjunction with the Parish Council.

10. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staffing Committee, together with the VHMC, will review their Contracts and Terms of Employment.

11. The VHMC shall decide and recommend for approval any change in hiring charges, which shall be determined annually.

12. The VHMC, through the Parish Clerk, shall have delegated powers of up to £250 expenditure (excluding salaries) per month without the need for prior Parish Council approval (see Goostrey Parish Council Financial Regulations). 

MAINTENANCE

13. The VHMC shall be responsible for the day-to-day maintenance of the Village Hall in accordance with the *Working Practices Manual*.

14. The *Working Practices Manual* shall be reviewed regularly and any changes agreed by all the constituent bodies (Goostrey Parish Council, Goostrey School and Goostrey VHPFF).

15. The VHMC will be responsible, through the Parish Clerk, for the supervision of any Village Hall employees.

16. The Parish Council provide Contents and Liability insurance as appropriate. Buildings insurance is covered by school's membership of the Department for Education's Risk Protection Arrangement which is paid for by the school.

LETTINGS

17. The VHMC will designate Keyholders, including the Parish Clerk and Village Hall Supervisor(s), and will display a list of Contacts/Keyholders on the main entrance door.

18. The VHMC shall be responsible for all lettings, via the Village Hall Supervisor(s), and will arbitrate in any disputes.

19. The VHMC will determine the Conditions of Hire and review them on a regular basis.

20. The VHMC shall ensure that all necessary Entertainment, Music and Alcohol licences are obtained to comply with current statute.


Goostrey Village Hall Management Committee (Revision 1b, 8 March 2022)

APPROVAL

Council Minute 06.23.5.b

REVIEW DUE

June 2024

 Working Practices Manual – this is under development in consultation with the School, VHPFF and Parish Council.

Item 10 Caretaking and Cleaning

June 2024 Village Hall Report for VH Management Meeting

Since the last meeting in March we have received 22 new bookings some for multiple dates and also 7 new clients.

The PSCO dates have been advertised on Facebook as we don't get enough notice to be able to get them in the Parish Magazine. Our Facebook page has had 118 hits.

In addition to the usual hirers booking additional dates, we have had and held a couple childrens parties and have a few more booked for later in the year and are to have a dance class in June from someone one who usually uses the Scout Hut.

The Royal Geographical Society event required quite a lot of support but was successful and we also secured a booking from the Friends of Blackden Trust for a Talk about Alan Garner which was held in April (which also required quite a lot of pre event support, despite them initially saying that they wanted to go DIY) for which we received positive feedback.

For both of these events, Macc Astro kindly gave their permission for their large projector screen to be used.

We have had a couple of cancellations – one from a cycle club due to the organiser falling ill but with a commitment to re-schedule sometime later in the year, so this is more of a delay than a cancellation.

We have had a couple of other cycle club events go ahead which have luckily dropped on days when the weather has been favourable.

Also, sadly the Foden Society have cancelled their annual AGM reservation as a new Committee member has taken over the organization of their AGM and has booked another venue (Haslington Cricket Club) which is bigger than the Village Hall and has a bar and serves food so unfortunately this is probably a permanent loss.

The Bar Servery Oven has been cleaned and its 1st use post cleaning was for a bakery class from Speckled Hen who appreciated its cleanliness and is becoming a regular hirer. Hopefully this will encourage more repeat bookings from them.

Things to discuss.

There have been a number of instances where we have found evidence of broken crockery (Mugs, cups, plates, glasses) when doing routine cleaning, but hirers are not reporting breakages to us so we cannot identify when they were broken.

The issue with this is not the reduction in the 'stock' (breakages are inevitable) but that we have found broken crockery and glass both on the kitchen floor and on and under the steel table which could cause a hazard to subsequent hirers if it is not spotted/cleared up before the next hire.

Sanitary bin in Disabled Toilets, this has not been emptied for at least two weeks - Q has it been missed again on the routine special waste collection, this is very important as we progress into Summer.

The Village Hall red bin is still found on occasions to be full of School waste despite the clear notice on it saying Village Hall use only – fortuitously this has not caused any issues as recent events have not generated a lot of rubbish, but we felt it should be highlighted at the meeting.

Odd hire requests.

Post the 'bad hirer' (which whilst we are still finding odd bits of left over glitter from !, but that Emma has managed to solicit a payment from) we have had a couple of 'odd' hire requests - e.g. one from a person who kept asking for the 15th June but wouldn't say for what times or what for, even though we advised that that date was already booked in the evening, and one requesting a Monday evening to 11pm (or later) for a family get together.

In light of these "odd hire requests" we are of the view that in addition to asking where the person making the enquiry resides and/or if they have anyone local attending but additionally, we feel that any bookings that request a late night (i.e. after 10 pm) during term time and from Sunday to Thursday (our regular hirers excluded) should not automatically be accepted and should be advised that we cannot accept late night bookings.

Can we ask if the VHMC support this stance ?

Yvonne & Chris

Item 11 Replacement Windows Project

Windows Quote 1

To supply and install items as detailed below:

Remove existing Timber Windows

Install 4No New White Rehau Upvc 70S Windows – 5 Chambered Profile – ‘A’ Rated Toughened/Clear/Obsure Glass - Argon Filled, Low E Coating to the inside pane & Supa Spacer Bar – Push Bar Handles - Satin Handles

Supply & Fit = £ 4548.00 INC VAT

Please note – This quote is valid for 14 Days

All products supplied and fitted come with a 10 Year comprehensive backed guarantee

The above price includes removal and recycling of any removed products

All fitters are fully employed by the company.

You are advised that the company are a registered member of Fensa and offer an insurance backed guarantee to cover the 25% of the contract value

Actual sizes to be confirmed during survey.

This quote is based on information provided and in any instance is subject to survey.

Windows Quote 2



Hi Emma,

With regards to my visit to you on Wednesday evening I can now forward the quotation you requested as follows :-

To supply and fit White PVCu windows to the Village Hall Office and Toilet block, all 28mm D/Glazed Laminated / toughened obscured and clear as required.

The total cost for the work to be carried out would be -----£3100-00 incl

I hope this meets with your approval and await your comments at your earliest.





Quotation

To supply & fit office & toilet windows in 'A' energy rated white UPVC = **£3,600 inc VAT**
(Laminated glass would add £300 if required)

I have attached a proposed layout, please check this over and let me know if you would like to make any changes. I've quoted these in the standard white casement window, if you'd like me to quote in the flush sash just let me know.

What you'll get...

We install 70mm Deceuninck windows and doors, internally glazed with St Gobain Planitherm glass, using Edgetech warm edge spacer bar and Argon gas to achieve an 'A' WER Energy rating. Our windows and doors are fitted with the highest spec, and security 'Maco' shoot-bolt and hookbolt locks and we fit fire escape/ easy clean hinges to all first floor windows.

We guarantee our products for a period of 10 years, which is automatically insurance backed and we are always on hand should you require us to call out for any reason.

Who you'll get...

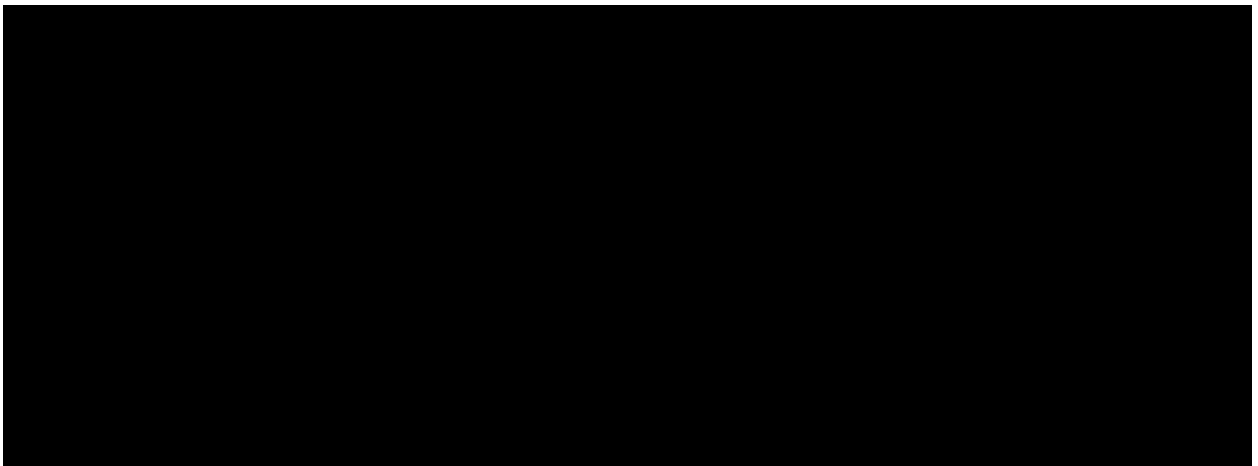
We have been successfully trading since 1989 and have our own fully employed fitters who have been with us for a number of years - one has been with us for 22! We have separate Window, Conservatory and Fascia divisions, [REDACTED]

[REDACTED] We are a 'FENSA' registered company and only install windows meeting current regulations.

We are also very proud of our **Green** credentials and recycle all plastic and metal; even timber windows are stripped down and donated as firewood where possible.

When you'll get it...

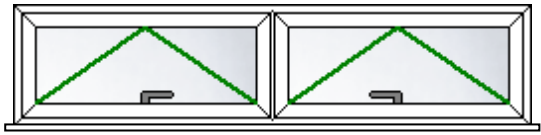
Installation would usually commence approximately 6 weeks from the receipt of your order, exact date to be agreed. Standard terms are 50% deposit and balance upon completion or stage payments may be required depending on the size of the job.



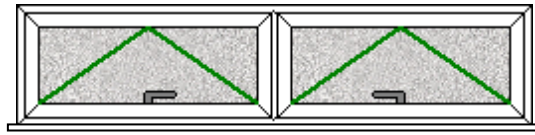


Customer Details
Emma Bambrook
Goostrey Village Hall
Main Road
Goostrey
CW4 8PE

Office 1 & 2



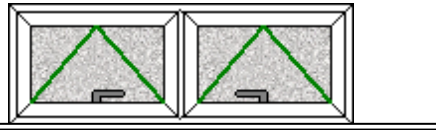
Men's Toilet



Disabled Toilet



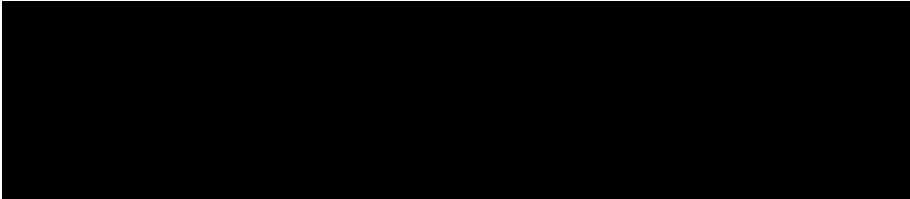
Women's Toilet



All images are viewed from outside and the arrows point towards the hinge side.

Asbestos Refurbishment and Demolition Surveys

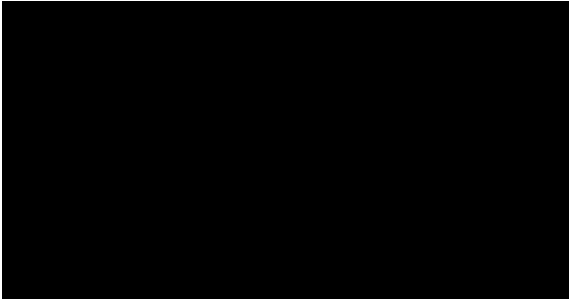
Quote 1



Hi Emma,

Thanks for confirming, cost for the survey will be £495 + VAT.

Let me know if ok to proceed and we can schedule in.



Quote 2

Good Morning Emma,

Many thanks for your email.

I can confirm our fee quotation to undertake an Asbestos Targeted Refurbishment Survey to the specific windows in question, which includes all samples sent to a UKAS Laboratory, providing a detailed report on completion with any recommendations for asbestos removal, if so required for the lump sum of £495.00 lump sum.

The survey is intrusive in nature and will involve potential damage to the window sills/frame to inspect below the same, ensuring no asbestos packers are present. We have not allowed for any making good following intrusive survey inspections.

The areas within the school, would need to be unoccupied during the survey work.

A formal quotation will follow in due course.



Quote 3

Our quotation:

We have formed our quotation based upon the following:

Information provided

Our estimated costs to carry out the survey as identified in the below scope are:

Scope

To conduct a target full intrusive demolition / Refurbishment
Asbestos survey to the areas highlighted in the drawings received.

This price is on the understanding the building will be left
unoccupied until proposed demolition/refurbishment works are
completed.

Full Intrusions are necessary to be undertaken however where
possible we will aim to minimise visible damage to any partition
walls, ceilings etc. This price does not include for any “making
good” of intrusions

The survey will be conducted during normal working hours (8am –
5pm Mon-Fri)

All samples will be analysed by an independent UKAS accredited
lab

Access will be down to the slab area only. We HAVE NOT allowed
for external access equipment over 3 metres should it be required

TOTAL PROPOSAL FEE (EXCLUDING VAT) £480.00

Estimated duration of on-site survey to be: 1 day From date of commencement

Estimated delivery of report: 5 days From date of site finish

Areas that we will not be accessing during the course of the survey and therefore excluded from our quote:

- Areas over 3 metres externally unless adequate equipment is provided
- Live equipment / installations
- Live services
- Within structural Wall cavity areas where deconstruction is required in order to access

- Beneath Slab areas
- Within lift shaft areas
- Restrictive confined spaces within the building
- Structurally unsafe areas of the building

If we are successful with our quotation we would ask for a minimum of 48 hours mobilisation period to prepare any written risk assessments / method statements. All Health and Safety compliant Risk assessments and Plans of work will be forwarded prior to any agreed start date.

Our quotation has been constructed on the understanding that the following is acceptable.

	Items to be provided by
Welfare facilities including working toilet	Client
Ensuring Areas are not occupied to allow for intrusive works	Client
To make temporary good any holes made within surveyed areas	Not Required
Asbestos qualified P402 Surveyor and minimum 1 assistant	Contractor
Any extra samples taken	Contractor
Internal use Mobile Tower scaffolds	Not Required
Internal use MEWPS	Not Required
Minimum 1 day first aider on site daily	Contractor
Management & administration including for all RAMS and other relevant documentation	Contractor
External access equipment for areas over 3 metres	Not Required
All relevant surveying equipment and materials	Contractor
Qualified and competent lift engineer to open any lift shafts up	Not Required
Isolations / disconnections or purges of live services including issuing certification	Not Required
Water supply	Not Required
Electric Supply	Not Required
Any Background / leak air testing to be undertaken by UKAS analyst within surveyed area	Not Required

Item 12 Request from Goostrey Parish Archive

Goostrey Parish Archive has obtained a high quality TV which is to be used at the D Day + 80 celebrations in the Scout Hut. They would also like permission to mount it above the small storage cupboard adjoining the Parish Office so that we can show pictures to visitors.

Questions and Answers

What size is the TV?

The TV measures 96cm x 56cm x 6cm.

Is it going to be a permanent fixture or be removed from time to time?

Permanent with the power cable and remote locked away so that others can't use without request.

What is the proposal for the mounting of the TV?

It would be mounted on a suitable wall mounting to be professionally installed, above the small storage cupboard adjoining the parish office.

If it is to show photographs only would we need a TV licence, as it isn't a screen but could be used as a TV?

https://www.tvlicensing.co.uk/check-if-you-need-one?utm_source=website&utm_medium=homepagelink&utm_content=check_button You don't need a TV Licence if you only use your TV for gaming or DVDs for example. As long as you never watch TV channels on any TV service, watch live TV on streaming services, or use BBC iPlayer*. On any device.

Who is responsible for any damage to the TV on the premises and any insurance cover?

The group would have to insure it themselves as it isn't the council's asset.

It would need to be PAT tested if it is removed and returned it could miss any potential PAT testing that we carry out?

The Clerk has keys to all the archive cupboards and so could access anything that needs to be tested at the appropriate time.

Are we happy PAT testing something that we don't own but is on our premises?

It doesn't cost much and ensures everyone's safety but that is a question for the committee.

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	6,300.00	2,004.00	-4,296.00				-4,296.00 (-68%)
3	VH Lettings - Lounge	10,500.00	1,080.20	-9,419.80				-9,419.80 (-89%)
4	VH Lettings - Committee Room	300.00	12.80	-287.20				-287.20 (-95%)
5	VH Lettings - School Kitchen	125.00		-125.00	125.00		125.00	(0%)
6	VH Lettings - Caretaker Services Charge	1,260.00	220.00	-1,040.00				-1,040.00 (-82%)
9	VH - Lettings early/late fees		10.00	10.00				10.00 (N/A)
37	VH Recharge				11,550.00		11,550.00	11,550.00 (100%)
38	VH Improvements				1,210.00		1,210.00	1,210.00 (100%)
39	Performing Rights Licence				200.00		200.00	200.00 (100%)
40	VH General Maintenance & Supplies				2,415.00	664.89	1,750.11	1,750.11 (72%)
42	VH Advertising/Entertainment Budget				250.00	13.40	236.60	236.60 (94%)
43	[REDACTED]							(89%)
44	VH Clerk Salary				1,834.00	285.92	1,548.08	1,548.08 (84%)
46	VH Staff Expenses							(N/A)
57	[REDACTED]							(62%)
58	VH Employers NIC				150.00	22.27	127.73	127.73 (85%)
59	VH EES Pension							(N/A)
67	VH ERS Pension				92.00	14.30	77.70	77.70 (84%)
SUB TOTAL		18,485.00	3,327.00	-15,158.00	27,971.00	2,315.51	25,655.49	10,497.49 (22%)

Summary

NET TOTAL	18,485.00	3,327.00	-15,158.00	27,971.00	2,315.51	25,655.49	10,497.49 (22%)
V.A.T.		44.00			131.02		
GROSS TOTAL		3,371.00			2,446.53		

Goostrey Parish Council
Reserves Balance
2024-2025

<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	6,630.00				6,630.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36				4,363.36
CIL Payment					0.00
Total Capital	24,399.36				24,399.36
Earmarked					
Operating Reserves	45,612.00	1,711.00			47,323.00
Village Hall Recharge 2018-2019					0.00
Village Hall Recharge 2019-2020					0.00
Village Hall Recharge 2020-2021					0.00
Election Fee	7,000.00				7,000.00
Village Hall Floor Refurbishment					0.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	28,050.71	11,920.81			39,971.52
Connected Communities Fund					0.00
Christmas Lights for the Bogbean	1,705.30				1,705.30
Village Hall Recharge 2021-2022	13,000.00				13,000.00
Village Hall Recharge 2022-2023	13,639.39				13,639.39
Grants & Donations 2023-2024					0.00
Village Hall Laptop	1,000.00				1,000.00
Defibrillator Supplies	905.05				905.05
Approved Grant					0.00
Grants & Donations 2024-2025	3,000.00	-142.83	260.40		2,596.77
D-Day Events 2024	2,857.17	142.83	3,000.00		0.00
Christmas Lights Switch On event 2024	838.54				838.54
Village Hall Recharge 2023-2024	11,000.00				11,000.00
VH Recharges					0.00
Booth Bed Lane Playground Project	10,750.00				10,750.00
VH Annual Charges	1,340.50		1,340.50		0.00
Total Earmarked	152,698.66	13,631.81	4,600.90		161,729.57
TOTAL RESERVE	177,098.02	13,631.81	4,600.90		186,128.93

Goostrey Parish Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
GENERAL FUND					27,329.69
TOTAL FUNDS					213,458.62



Goostrey Parish Council
Objectives for the years 2020-2024

Amenities Committee

- A) Revise the Resilience Plan to take account of learnings from the Covid-19 situation Including an emergency network of support for any purpose** (e.g. extreme weather event recovery), with appropriate training (eg on PPE, CPR) with a mechanism to keep lists up-to-date. To include any learnings from Holmes Chapel and surrounding villages resilience plans.

SL and PM volunteered to undertake the review/update with support from the Clerk with a view to them producing a first revised draft by end of December 2020. **Completed 2021. Plan is published.**

- B) Get feedback from villagers on their views on what they want to see in the village for the future.**

Publish a plan to improve every area of the village. To include: Church Bank/Main Road, Main Road/Booth Bed Lane, Booth Bed Lane Green, Primrose Chase, outside Main Road Newsagent and Station area. **Completed.**

A questionnaire will be produced by NB & TR by end February 2021. **Completed**

Distribution of the Questionnaire both physically and via Survey Monkey and analyse results to take place in 21/22. **Completed**

- C) Create a Plan to implement the Environmental Policy utilising the Environmental group as well as deciding what a longer-term strategy would look like.**

PM to liaise with the Environmental Group to confirm membership and to arrange joint meeting of Amenities Committee and Environmental Group in January 2021 to consider development of plan. **Ongoing**

- D) Implement the plans outlined in A, B & C (above) and make a positive difference to the village commencing 2021-22**, potentially using a village volunteer network and the owners of commercial premises for feedback and implementation.

- E) Define and implement visual speeding deterrents, including resolution on the proposal to install village 'gates'.**

Progressing following decision by PC at meeting on 22/09/20 to accept recommendations of report to that meeting. KM has written to CEC asking them to consider funding and implementing works. **Awaiting response.**

- F) Consider the potential to provide electric car/van charging points (environmental improvement) at the village hall?**

After some initial investigation there appears to be no appetite for this at the present time. Revisit in January 2023. It was the view of the VHMC that the provision of EV charging points in the car park was not required at this time, particularly considering the ongoing issues surrounding unauthorised parking.

- G) Investigate and implement improvements to the Booth bed Lane play area.**

- a. S106 Monies for the Booth Bed Lane Play Area** – The amount of funding has been confirmed by ANSA and is now available to be spent. The Council has agreed that the Amenities Committee will lead this project and that any contact or correspondence from ANSA and other stakeholders, should be directed to the Clerk.

The Goostrey Playground Community Project Working Group has been established, reporting to the Amenities Committee and Council. The group are working with ANSA to deliver the project.

Village Hall Management Committee

- A) Create a recovery plan for letting the village hall including managing Covid-19 situation and recruitment of new VH Supervisor.**

A plan to re-open the Village Hall has already been completed. We are currently aiming at re-opening at the beginning of April 2021. **Update:** VH Re-opened in July 2021 and Village Hall Supervisors recruited.

- B) Create a Process to Liaise with other village letting facilities to manage over/under capacity across the village.** Clerk and VH Supervisor once VH has re-opened. **In Progress**
- C) Actively promote availability of the village hall to increase revenue and maximise local social benefits.** This activity is undertaken by the Village Hall Supervisor in consultation with the Clerk. **In Progress**
- D) Village Hall fully operating with improved methods and processes for maximising use for income and social benefit.** This activity is undertaken by the Village Hall Supervisor in consultation with the Clerk. **In Progress.**
- E) Roll out the on-line booking system.** This activity is to be undertaken by the Village Hall Supervisor in consultation with the Clerk and will be carried out within 6 months of the starting date of the new Village Hall Supervisor. **The electronic booking system, Hallmaster, has been implemented.**

Finance Committee

- Review the process for obtaining quotes (eg time limit for suppliers on responses) (2022)

Planning Committee

- Review updating the Neighbourhood Plan after CEC publish the SADPD (in 2021) **Update:** Possible review following CEC Local Plan consultation.
- Re-Investigate grants/funding for driveways for bungalows on Main Road (in 2021) **Update:** 2022

Clerk (supported by the PC where required)

- Achieve The 'Quality Standard' (Local Council Award Scheme) **Completed** 2021
- Encourage residents to report potholes/blocked drains/defective street lighting etc to CEC using the 'Report It' website. **Ongoing**
- Clerk to pass to CEC any complaints about hedges impinging on Footways/Highways and request that the CEC Ward Councillor and Highways Contact carry out a walk round the village once a year. **Update:** Hedges reported to Highways
- Ensure maintenance of road signs (cleaning/trimming back) is reviewed at least 6 monthly (by the Amenities Committee) and any issues passed to CEC for action. **Ongoing.**

Individual Councillors

- If approved by PCSO carry out speed watch (post COVID-19) on traffic approaching the station bridge to see if the rumble strips are working. **Cllr Rathbone**
- Deliver 'Speedwatch' enhancements (eg SDU battery change timetable). **Cllr Rathbone**
- Finalise with CEC and Network Rail whether traffic lights and a walkway can be solutioned in addition to signage – **Cllrs Morris & Rathbone. In progress.**
- Create a strategy/plan to address social isolation in Goostrey – **Clerk to liaise with local groups and report to the Council.**
- Assist FOGS with plans to bring the Goostrey Station Building into beneficial use for the community, including facilities such as WC, cycle shelter. **Cllr Roberts**
- Create a strategy and have a working relationship with Sibelco that delivers the best outcomes for Goostrey. **Cllr Roberts - Ongoing**
- Investigate what is feasible in relation to establishing a Youth Council. – **Cllrs Roberts & Sulej – Update: Initial investigation revealed that as Holmes Chapel School serves the village, students already had the opportunity to join the Holmes Chapel Youth Council. Complete.**

Adopted at the Meeting of Goostrey Parish Council on 15th December 2020. Updated March 2024.

Goostrey Parish Council

Project List for 2020 - 2024

No.	Project title	Summary	Justification	Funding Requirements	Funding Source(s)	Responsible Member/ Committee	Planning period	Recommendation
Planned projects of the Parish Council and Included in the 3 Year Budget Plan Projects allocated to the appropriate committee and approved by Council								
1	Village Hall – Hall and Lounge Lighting Project	To replace the main lights and spot lights in the hall to LED and to supplement the lighting in the lounge with individually controlled spot lights.	The change to LED lighting in the Hall if for reasons of economy of electrical bills going forward and the spot lights are no longer functional. The additional spot lights in the lounge are to improve the low level lighting for social functions Complete work 2020/21	Funding from Cap Reserves £3000 for 2020/21	Parish Council Project	Village Hall Management Committee	2019/20 Planning complete	Completed in June 2021.
2	Village Hall – Bar Servery Replacement	To replace the dated pine clad bar server with a more modern bar and to add a fire proof and acoustic roller shutter to divide the lounge from the kitchen area	The kitchen was upgraded in 2017 and residents using the hall have been indicating that the servery should be updated in keeping with the kitchen.	Funding from Cap Reserves £15,000 for 2020/21	Parish Council Project	Village Hall Management Committee	2019/20 Planning complete	Completed in June 2021.

Goostrey Parish Council

3.	New Bench on Booth Bed Green	To replace the existing hard standing and to install a new bench	The bench which was originally at this location was donated by the Royal British Legion Women's Section. Unfortunately it had to be removed 2 years previously as it was beyond repair. Since it was removed residents had indicated it should be replaced.	Funding from Gen Reserves £850 for 2020/21	Parish Council Project	Amenities Committee	2019/20 Planning complete	Completed in February 2021.
4	New Speed Indicator Device for Shearbrook (Main Road)	To replace the SID at Shearbrook on Main Road with a new unit which incorporates data collection and remote data transfer	The unit on Booth Bed Lane failed and was beyond repair. The Council decided to move the unit at Shearbrook to Booth Bed Lane and put the new SID at Shearbrook as this is where the deterrent is required. Data is reported to the Council monthly.	Funding from Gen Reserves £3000 for 2020/21	Parish Council Project	Amenities Committee	2020/21 Planning complete	Completed in January 2021.
5	Village Hall Floor Refurbishment	To strip, sand and re lacquer the hall floor	Annually the hall floor is cleaned and resealed. Last year the resealing did not work well and the recommendation was to sand and reseal the floor.	Funding from Gen Reserves for 2020/21	Parish Council Project	Village Hall Management Committee	2019/20 Planning complete	Completed in June 2021.

Goostrey Parish Council

6	Village Hall Planting Project	To lay a path along the front of the Village Hall Lounge and plant the border with shrubs and summer bedding plants	The large border at the front of the Village Hall was full of very overgrown and woody shrubs which were past their best and blocked light to the lounge.	Funding from Gen Reserves and donations from residents £1000 including £55 donations. For 2021/22	Parish Council Project	Village Hall Management Committee	2019/20 Planning complete	Completed in May 2021.
7	Telephone box/defibrillator cabinet Refurb	To strip and refurbish the telephone box which houses one of the Village defibrillators	The phone box was purchased by the Parish Council some years ago and was in need of stripping and repainting to improve aesthetic appearance and protect the defibrillator.	Funding from Gen Reserves £2500 For 2021/22	Parish Council Project	Amenities Committee	2020/21 Planning complete	Completed in November 2021.
8	Remembrance Crocuses on Church Bank Corner	To plant 400 crocuses of the variety "Remembrance" to remember those who suffered loss and hardship during the Pandemic. A plaque to be placed on the bench opposite the planting.	This project was in consultation with St Luke's Church.	Funding from Amenities Budget for 2021/22	Parish Council Project	Amenities Committee	2020/21 Planning complete	Completed in November 2021.
9	Village Environment Improvement Project	To engage with residents regarding areas for improvement in the Village.	Survey to be sent out in paper and electronically Feedback from residents to be collated and then	Funding from Gen Reserves £600 for the survey and additional works to be specified as separate projects	Parish Council Project	Amenities Committee	2020/21 Planning complete	Survey completed April 2021. Project Plan is monitored and updated by the Amenities Committee as elements are brought forward and completed.

Goostrey Parish Council

10.	Booth Bed Lane Play Area Improvements	New equipment or facilities.	Approximately £40k is available via S 106 payments relating to a housing development nearby.	Further grant funding will be sought if it is agreed that the scope of the project exceeds the S106 funding.	Parish Council Project	Amenities	January 2023 – December 2023	Consultation with residents has taken place and a Working Group of residents and Parish Councillor has been established to progress the project through to conclusion. Deadline – August 2025.
11.	Replacement Windows for the Parish Office and Committee Room	To upgrade the windows in the Parish Office and Committee Room	The windows in the Village Hall were replaced in 2019 with the exception of these rooms. Whilst functional, the rooms would benefit from double glazed windows.	Estimate of £4000	Parish Council Project	Village Hall Management Committee		To be completed in 2023
12.	Village Entrances Projects	The Amenities Committee has identified two entrances to the Village and for which aesthetic improvements need to be made.	A number of improvements to these areas were suggested in the Village Environmental Improvements Survey and these are currently being developed	Funding from Capital Reserves Estimate £7,650	Parish Council Project	Amenities Committee		Boothbed Lane/Main Road Junction Village Entrance completed January 2023. Church Bank – Quotations sought and work to commence June 2024.
13.	Environmental Hedge at Shearbrook Bank	An area listed for improvement is the top of the Shearbrook Bank, it is proposed that a hedge of native hedging is planted to obscure the fence and to increase	This was brought up as part of the feedback from the Village Environmental Improvements Survey	Funding from Capital Reserves Estimate £950	Parish Council Project	Amenities Committee		Completed December 2022.

Goostrey Parish Council

		plants available to pollinators.						
14.	New Bench for the Bog Bean	To install a new bench	One of the existing benches is not economical to repair	Funding from Capital Reserves Estimate £900	Parish Council Project	Amenities Committee		Completed June 2023.
15.	The Queen's Platinum Jubilee Event	An event to take place between 2 nd and 5 th June at the Village Hall. Details to be determined	This may be an afternoon tea and an exhibition but more work needs to be done to define the event and liaison with other groups in the village is essential	Funding from Gen Reserves £1000 For 2022/23	Parish Council Project	Amenities Committee		Parish Archive exhibition and afternoon tea held in 2022.
16.	New Christmas Lights for the Bog Bean	To install a new Christmas Lighting scheme on the Bog Bean	Existing lighting has reached the end of its life and needs replacing.	Funding from Gen Reserves £2000 for 2022/23. Much of the work was done FOC by a resident leaving reserves for 2023/24.	Parish Council Project	Amenities Committee		Completed November 2023.

Goostrey Parish Council

17.	Neighbourhood Plan Review	To review the Neighbourhood plan made in 2017.	Review is necessary due to more recent changes to NPPF and Cheshire East Local Plan and SADPD	Funding from Gen Reserves £12000 for 2022/23	Parish Council Project	Planning Committee		The Planning committee reviewed the NP and agreed that an update was not required at this time. The money will be left in reserve as a review will be required in the future.
-----	---------------------------	--	---	--	------------------------	--------------------	--	---

0	Proposed projects yet to be adopted by the Parish Council Projects that have been proposed but not necessarily fully defined. These proposed projects have not, as yet, been adopted by the Council. If adopted they will be allocated to the appropriate category and committee							
1.	Village Hall Replacement Loft Ladder	Replace the existing aluminum ladder with a more robust ladder	This project has been instigated as the current ladder, whilst adequate could be improved. The ladder is only used by Staff.	Estimate of £500	Parish Council Project	Village Hall Management Committee		Due to the removal of most of the stored items in the loft and the very few times access is required by staff, the current ladder was deemed adequate and this item was removed.
2.	Improvement of Grassed areas	Work to tidy and improve some grassed areas in the village	Needs further investigation	Funding from Capital Reserves Estimate £825	Parish Council Project	Amenities Committee		To be completed by 2024
3.	Village Gates Project	To install Village Gates for traffic calming	Exact details to be defined	Funding from Gen Reserves Estimate £7000	Parish Council Project	Amenities Committee		During 2024/25

4.	Station Bridge	Concept stage. Safety initiative for residents using the bridge.	Liaison progressing with CEC Highways.	Preliminary estimates to be prepared	Parish Council Project	Amenities Committee		Post 2025
5.	Average Speed Cameras	To install average speed cameras in the Village	This is currently at the feasibility/investigation stage. The Parish Council has applied to join a pilot scheme	Possible Funding from Gen Reserves of up to £50000	Parish Council Project	Amenities Committee		By end 2024



Congleton
Town Council



Dear Owner/Manager

Subject Cheshire East Really Useful Breastfeeding Service (Cherubs)

I am writing to seek your support to help increase breastfeeding rates across Cheshire East by welcoming mothers who are breastfeeding in your establishment.

Breastfeeding offers many health benefits for babies and mothers, however, for new mothers feeding in public places can be a big step. The Equality Act 2010 allows for all mothers to breastfeed where they choose and states that “a business cannot discriminate against mothers who are breastfeeding a child of any age”.

The Cheshire East Really Useful Breastfeeding Service (CHERUBS) provided by Wirral Community Health and Care NHS Trust is teaming up with Congleton Town Council to encourage business owners, such as cafés, restaurants and public services to go one step further by actively welcoming and supporting mothers who wish to breastfeed their babies in their premises and to become part of the “Breastfeeding Welcome” scheme.

As well as providing mums with the confidence that they will be welcomed to feed in your premises, your business will receive **free** advertising on our trust website and Cherubs Facebook page which has over 7,400 members and you will be provided with a certificate and a Breastfeeding Welcome sticker to display in your premises window.

If you are interested in becoming part of the Breastfeeding Welcome scheme, please complete the attached short questionnaire and return in the envelope provided. A member of the Cherubs team will then contact you to discuss the scheme in more detail. Should you have any questions please contact Emma Evans - Infant Feeding Co-ordinator for Wirral Community NHS Foundation Trust.

On behalf of all our breastfeeding mums, thank you very much for your support.

Yours faithfully

A handwritten signature in cursive script that reads "Emma Evans".

Emma Evans – Infant Feeding Coordinator, Specialist Public Health Nurse, RGN, RM,
International Board Certified Lactation Consultant

emma.evans23@nhs.net - 07752274348



Helping babies to get the best
possible start in life.



Helping babies to get the best possible start in life.



Wirral Community Health and Care
NHS Foundation Trust

Cherub's Breastfeeding Welcome Award – Questionnaire

Please could you take a moment to fill in this questionnaire, we really appreciate your support.

Name of business

Business address

Applicant's name

Applicant's job title

Would you welcome breastfeeding anywhere in your premises?

Yes No

Will all your staff be positive and supportive of breastfeeding?

Yes No

Will you be able to offer a breastfeeding mother somewhere to feed in private if she requested it? **(This should not be a toilet)**. If yes please give brief details, if no, please give reasons eg no room available.

Yes No

Would you be willing to support a breastfeeding mother should another person complain about them breastfeeding in your facility and advise them that breastfeeding is welcomed everywhere in your facility and offer to move the complainant somewhere else **(not ask the mother)**.

Yes No

Would you be happy for your business' details to be included on our website and Facebook page with more than 7000 members informing women that your facility is breastfeeding friendly?

Yes No

Would you be willing to display a sticker in the window/certificate on the wall that advises people that you welcome breastfeeding in your premises and are a 'Breastfeeding Friendly Place'?

Yes No

Do you have baby changing facilities?

Yes No

Does your company have a breastfeeding policy? (This is not a requirement, however if you do not have one but would like one, please make a note in the comment box below and we will be able to assist you with this)

Yes No

Additional comments in support of your application.