



Minutes of the Village Hall Management Committee Meeting on Tuesday 4th June 2024

Present: Cllr N Beckham (NB)(Chairman), Cllr A Freeman (Vice Chairman), Edna Brandreth (EBr) (VHPFF), Martin Leake (VHPFF), Lyndsey Atkins (LA) (School) and Jacqui Schurer-Lewis (JSL)(School)

In Attendance: E Bambrook (EB)(Clerk to the Council), Yvonne Duke (YD) (Village Hall Supervisors)

- 1. Election of Chairman:** Cllr. Neil Beckham was elected as Chairman of the committee.
- 2. Election of Vice Chairman:** Cllr. Arthur Freeman was elected as Vice Chairman of the committee.
- 3. Declarations of Interest:** There were no interests declared.
- 4. Apologies for Absence:** Sally Ball, Cllr. Hall
- 5. Minutes:** The committee approved the minutes of the meeting on 5th March 2024 as a true and accurate record of the meeting.

***Resolved:** The Minutes of the meeting on 5th March 2024 accepted as true and accurate record of the meeting.*

- 6. Terms of Reference:** The terms of reference were reviewed and a number of amendments were approved. **See Appendix 1.**
- 7. Village Hall Recharge Update:** The Clerk advised that CEC have now provided revised recharge figures for 2021/2022 and 2022/2023 in addition to the recharge figure for 2023/2024. The Clerk has reconciled the figures for 2022/2023 and this information will be presented to the Finance Committee in early July and will hopefully be approved by council at the end of July. At this point an invoice can be raised by CEC for that year and payment made by the parish council. The Clerk has requested copy invoices for 2021/2022 which JSL has agreed to provide from the archive, this is likely to be during the summer. JSL will also provide the copy invoices for 2023/2024 as usual. JSL and the Clerk agreed to meet during July/August to review the recharge invoices for the first quarter of the current year, 2024/2025.
- 8. Portrait of the King:** The hanging of the new portrait of the King in the hall was approved. The school asked for the glass to be replaced with clear plastic or a protective film for safety. The Clerk will arrange this.
- 9. Village Hall Maintenance/Repairs:**
 - a) Hall Floor Clean and Reseal** – It was confirmed that this work would start on 21st August and that this should give time for the floor to dry and harden sufficiently before the school re-opens after the holidays on 4th September.
 - b) Repainting in Hall** – An indicative quote of £4,305 to paint the low level walls in the hall was felt to be excessive. The school provided a contact for a further quote and confirmed that they would make contribution.
 - c) Cleaning of the Lounge carpet and chairs** – The committee approved cleaning of the Lounge carpet and chairs at a cost of £378. It was felt that this should be done after the work on the hall floors. YD was asked to look at the booking diary to see if there is a period of availability, as a couple of days are usually required for drying.

JSL advised that the control panel on the boiler will need to be replaced at a cost of £1,500 and that this will go through the recharge. A pressure vessel will also need to be replaced; further information is awaited but this will also go through the recharge.

JSL also advised that there would be a skip at the infant school site, next to the bins, at the end of the summer term. Hedge cutting work will also be carried out during the summer.

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

- 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 children's parties and have a few more booked for later in the year and there will be 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 for which we received positive feedback.
- 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.
- Also, sadly the Foden Society have cancelled their annual AGM reservation as a new Committee member has taken over the organisation 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 first use post cleaning was for a bakery class from Speckled Hen who appreciated its cleanliness and is becoming a regular hirer.

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. Has it been missed again on the routine special waste collection, this is very important as we progress into Summer? **It was confirmed that the bin is emptied on a two monthly basis.**
- 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. **The school have reminded all staff about the separate bins.**

Unusual hire requests.

- 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 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, 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. **The committee were supportive of this stance.**

11. Replacement Windows Project: The committee reviewed the quotes for asbestos Refurbishment and Demolition Surveys and replacement windows. The following quotes were selected:

- Windows - Quote 3 at £3,600 including VAT
- R&D Survey – Quote 1 £495 plus VAT

JSL advised that the committee should build in a contingency for air testing should asbestos be found and if it is likely to be disturbed during work. NB noted that consideration should be given to having any asbestos removed as part of the project.

12. Request from Goostrey Parish Archive: Goostrey Parish Archive has obtained a TV which is to be used at the D Day + 80 celebrations. They would like permission to mount it above the small storage cupboard adjoining the Parish Office so that it can be used to show pictures to visitors. Answers to the questions posed by the Clerk and NB had been included in the document pack and on this basis, it was decided that the group could install the screen with the following conditions:

- That an asbestos refurbishment and demolition survey is carried out before any work takes place, the cost of which will be borne by Goostrey Parish Archive.
- Depending on the results of the survey, any work to install the TV will be carried out professionally, by a person or company with the appropriate public liability insurance. Goostrey Parish Archive will bear the cost of the installation, as will any air testing or recommendations as a result of the R&D Survey.
- The TV itself will remain an asset of Goostrey Parish Archive and as such will be insured by the group. The Parish Council will not be liable for any damage or loss of the equipment.
- Goostrey Parish Archive will ensure that the equipment is made available for PAT testing as advised by the Clerk.
- Should the TV be removed, the Archive group would be responsible for the removal of the mounting and making good the wall.
- The Archive may apply to the Parish Council for a grant.

13. Budget Review and Monitoring: the committee reviewed the budget and reserves reports. No issues of concern were identified.

14. Strategic Plan: The committee reviewed the Strategic Plan and approved project work which had been completed. The Clerk was asked to include the following in the new plan:

- Repainting of the Main Hall
- Replacement windows in the Parish Office, Committee Room and toilets
- Removal asbestos
- Replacement of old fluorescent lighting in the Parish Office and Committee Room
- New projector screen for the Lounge

The new document will be reviewed at the September meeting prior to consideration by the Finance Committee.

- 15. Breastfeeding Welcome Scheme:** The committee agreed that the Clerk should complete the questionnaire with a view to the Village Hall becoming a member of the scheme.
- 16. Cheshire Community Action Community Buildings Membership:** The committee agreed not to renew this membership for the year beginning June 2024.
- 17. Village Hall Resilience:** The Clerk will be on annual leave in late August/early September and the Village Hall Supervisors would like to take leave in early September, although this has not yet been confirmed. YD was asked to confirm whether they intend to take this period of leave so that arrangements can be made for cover.
- 18. Correspondence:** Nothing of note to report.
- 19. Minor Items and Items for the Next Meeting:** The Clerk advise that the bench outside the Village Hall needs cleaning and tidying up, it also needs to be re-bolted to the flags as it has come loose. It is unclear who is responsible for the bench as it doesn't appear on the council's asset register and isn't included in the annual equipment check. It was approved that the Clerk should arrange for the work to be carried out, as listed above and the recommendation to council should be for the council it take responsibility for it in future.
- 20. Date of Next Meeting:** Tuesday 10th September 2024

APPENDICES

Appendix 1 Item 6 Terms of Reference



GOOSTREY PARISH COUNCIL

VILLAGE HALL MANAGEMENT COMMITTEE

Terms of Reference

Purpose of the Committee:

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. Following the conclusion of business relating to the school, the school representatives may leave the meeting if, in doing so, 4 members of the committee remain, including representatives from the Parish Council and Goostrey VHPFF. School representatives are not required to attend the annual budget meeting.
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, this account is maintained by the Parish Clerk and audited in conjunction with the Parish Council. Joint Use expenditure for maintenance is processed by the School's Business Manager in liaison with Cheshire East Council.
10. The Parish Council shall pay salaried staff from the budget allocated to the VHMC for staffing. The Parish Council's Staff 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 £500 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*. The school must liaise with Cheshire East Council's Schools Financial Values Practice, in relation to Joint Use Expenditure.
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 provides Contents and Liability insurance as appropriate. Buildings insurance is currently 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 licenses are obtained to comply with current statute.

Goostrey Village Hall Management Committee (Revision 1c, 4th June 2024)

APPROVAL

Council Minute 05.24.7

REVIEW DUE

May 2025

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