



Minutes of the Village Hall Management Committee Budget Meeting on Tuesday 15th October 2024

Present: Cllr N Beckham (NB)(Chairman), Cllr A Freeman (Vice Chairman), Edna Brandreth (EBr) (VHPFF), Sally Ball (SB) (VHPFF)

In Attendance: E Bambrook (EB, Clerk)

1. **Declarations of Interest:** There were no interests declared.
2. **Apologies for Absence:** Martin Leake
3. **Budget Planning 2025/26:** The information provided in the document pack was reviewed and a draft budget for 2025/26 agreed. This included a proposed increase to the Village Hall hire rates. **See Appendix 1.**
4. **3 Year Budget Planning:** The current 3 year budget provided in the document pack was reviewed and a new draft 3 year budget was agreed. **See Appendix 2.**
5. **Correspondence:** None.
6. **Minor Items and Items for the Next Meeting:**
 - The Clerk asked whether the committee would like to hold the next budget meeting in 2025 at 7.30pm rather than 6pm as the school do not attend this meeting. It was agreed that the budget meeting on 7th October 2025 would begin at 7.30pm. All other meetings will continue to start at 6pm.
 - Sally Ball requested that her thanks for the Clerk and Cllr. Beckham's work on the budget be recorded.
7. **Date of Next Meeting:** Tuesday 3rd December 2024 at 6pm.

APPENDICES

Appendix 1

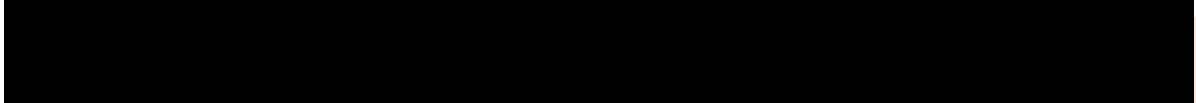
Goostrey Parish Council

Draft Budget 2025-2026

The draft budget gives costs for the financial year 2024-2025 to date and estimated costs for 2025-2026. While clearly there are some estimated costs to which the Parish Council is committed, other figures are suggestions, and are equally open to increase, decrease or elimination.

3 Village Hall	Current Year 2024-2025				Next Year 2025-2026			Notes
	Receipts		Payments		Receipts		Payments	
	Budget	Actual	Budget	Actual	Budget		Budget	
2 VH Lettings - Hall	6,300.00	5,600.50			10,710.00	70.00%		The budgeted figures for the Hall and the Lounge have been reversed to better reflect hiring patterns which distorts the percentage figures. Hire fees were last increased in April 2022. The committee recommend a 5% increase on all hire fees.
3 VH Lettings - Lounge	10,500.00	4,314.80			6,825.00	-35.00%		
4 VH Lettings - Committee	300.00	415.40			315.00	5.00%		
5 VH Lettings - School Kitchen	125.00	0.00	125.00	0.00	125.00	0.00%	125.00	
6 VH Lettings - Caretaker Servs	1,260.00	625.00			1,350.00	7.14%		The Service charge rate to the hirer is currently £15 per hour (£18 inc. VAT) VH supervisors are paid £13.50 of this. £1.50 is retained by the PC to cover costs. The committee recommend a £1 increase in this fee, to increase the cost to the hirer to £16, to pay the VH Supervisors £14.50 per hour and allow the PC to retain £1.50.
9 VH - Lettings early/late fees	0.00	10.00			0.00			It was agreed that this budget should be removed as it isn't a target to reach and should be considered as exceptional income if there are any receipts.
37 VH Recharge			11,550.00	11,550.00			12,600.00	9.09% The recharge for 23/24 is £11,991.88. Costs for YTD for 2024/25 are £3,820 plus water for the next 6 months budgeted at approx £1,020, plus electricity at £1,489.74 plus approx. £500 for waste services = £6,829.74. It is suggested that the recharge is budgeted to increase by 5% on the actual recharge figure of £11,991.88.

38	VH Improvements	1,210.00	57.50	1,250.00	3.31%	Proposal in draft Strategic Plan - To install a wall/ceiling mounted projector screen in the Lounge. Preferably operated by remote control and perhaps including the projector itself.
39	Performing Rights Licence	200.00	166.54	175.00	-12.50%	
40	Maintenance & Supplies	2,415.00	955.73	2,200.00	-8.90%	See note 1.
42	Advertising / Entertainment	250.00	13.40	50.00		Suggest reducing to a nominal amount.
						Over the last 12 months the total hours worked were 457.25 for the VH Supervisors. The budget has historically been set a little high as it's been based on an average working week of 15 hours however this has proved to be too high. Pay in 203/24 was £5,510 against a budget of £8,850. Contracted hours are min. 5 - max 20 per week combined. Current hourly pay is £12 per hour. The budget reduction here includes a potential increase in hourly rate of £1 based on their current average hours.
44	VH Clerk Salary	1,834.00	865.12	1,970.00	7.42%	Estimated amount for the 24/25 (yet to be agreed) Local Government Pay Agreement plus a possible performance based increase of 1 SCP.
46	VH Staff Expenses					



The Service charge rate to the hirer is currently £15 per hour (£18 inc. VAT) VH supervisors are paid £13.50 of this. £1.50 is retained by the PC to cover costs. The committee recommend a £1 increase in this fee, to increase the cost to the hirer to £16, to pay the VH Supervisors £14.50 per hour and allow the PC to retain £1.50. As hourly pay increases the level of pay for caretaker services needs to be considered as the two rates become closer if this rate remains static. There is a relationship between this cost code and the Charging cost code and this figure has been amended to better reflect that which distorts the percentage figure.

58	VH Employers NIC	150.00	68.92		167.00	11.33%	Estimated amount for the 24/25 (yet to be agreed) Local Government Pay Agreement plus a possible performance based increase of 1 SCP. Currently only applies to the Clerk and may be affected by changes to this rate made in the Government's budget.		
59	VH EES Pension								
67	VH ERS Pension	92.00	43.26		99.00	7.61%	Estimated amount for the 24/25 (yet to be agreed) Local Government Pay Agreement plus a possible performance based increase of 1 SCP. Currently only applies to the Clerk.		
		18,485.00	10,965.70	27,971.00	16,744.73	19,325.00	4.54%	27,361.00	-2.18%

Notes:

- 1 The VH Maintenance and supplies budget line is based on the following:
PAT Testing £100, CCTV and Door Servicing £180, Lounge Chairs & Carpet Clean £400, Roller Shutter Service £170, Hallmaster Licence £250.00, Joint Use costs not split via Unit 4 PO's which includes grounds maintenance, gritting, tree surveys/work £400, general supplies, replacements and repairs £600 = £2,100
- 2 Other considerations are the costs of repainting the hall, painting/protective covering for the chair stare and a possible sand and reseal of the hall floor in summer 2025. The committee recommends that funds are earmarked possibly from the surplus VH Recharge 2021/22 reserve of £6,771.14. See draft Strategic Plan.
- 3 Longer term consideration needs to be given to building up reserves to pay for a new hall floor and a replacement boiler as detailed in the draft Strategic Plan. The committee recommends earmarking reserves of approx. £20,000 for each item.

Proposed Village Hall Hire Rates 2025

Standard Rate	Current Rate	5% Increase	New Standard Rate
Lounge	15.00	0.75	15.75
Hall	20.00	1.00	21.00
Committee Room	8.00	0.40	8.40

Local Rate	Current Rate	5% Increase	New Local Rate
Lounge	12.00	0.60	12.60
Hall	16.00	0.80	16.80
Committee Room	6.40	0.32	6.70 (rounded)

5% Disc. On Std.

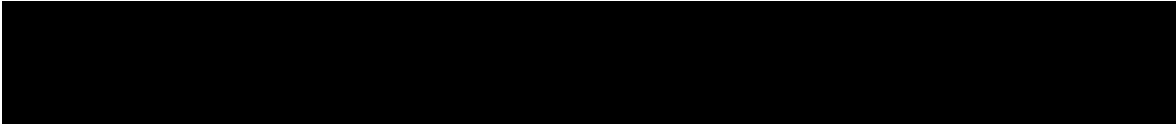
Std. Disc. Rate	Current Rate	Rate	New Std. Disc Rate
Lounge	14.25	0.79	14.95 (rounded)
Hall	19.00	1.05	19.95
Committee Room	7.60	0.42	7.95 (rounded)

25% Disc. On

Local Disc. Rate	Current Rate	Std. Rate	New Local Disc. Rate
Lounge	11.25	3.94	11.80 (rounded)
Hall	15.00	5.25	15.75
Committee Room	6.00	2.10	6.30

Appendix 2 Draft 3 Year Budget for The Village Hall

Village Hall	2025-2026		2026-2027		2027-2028		
	Receipts	Payments	Receipts	Payments	Receipts	Payments	
2 VH Lettings - Hall	10,710.00		11,245.00		11,805.00		
3 VH Lettings - Lounge	6,825.00		7,165.00		7,525.00		Regular reviews of hire rates will need to be carried out to address the gap between income and expenditure and the amount of support required from the precept.
4 VH Lettings - Committee	315.00		330.00		345.00		
5 VH Lettings - School Kitchen	125.00	125.00	125.00	125.00	125.00	125.00	
6 VH Lettings - Caretaker Servs	1,350.00		1,415.00		1,485.00		As hourly pay increases, the level of pay for caretaker services will need to be considered as the two rates will get closer if this rate remains static. Consideration will also need to be given to the proportion of onward costs which are built into this charge to ensure that they continue to cover costs.
9 VH - Lettings early/late fees	0.00		0.00		0.00		
37 VH Recharge		12,600.00		13,230.00		13,890.00	This gradual increase seeks to smooth the recharge budget line to avoid large fluctuations, such as those caused by changes in energy costs, and therefore potentially unnecessary budget increases. Careful reviews will be needed to ensure that sufficient reserves are available to cover any large increases and to make appropriate changes to future budgets.
38 VH Improvements		1,250.00		1,310.00		1,375.00	
39 Performing Rights Licence		175.00		175.00		175.00	
40 VH Gen Maintenance & Supplies		2,200.00		2,310.00		2,425.00	
42 VH Advertising/Entertainment Budget		50.00		50.00		50.00	
44 VH Clerk Salary		1,970.00		2,070.00		2,175.00	
46 VH Staff Expenses							



As hourly pay increases, the level of pay for caretaker services will need to be considered as the two rates will get closer if this rate remains static. This rate must remain attractive to compensate for work at anti-social hours.

58 VH Employers NIC	167.00		175.00		183.75	
59 VH EES Pension						
67 VH ERS Pension	99.00		105.00		110.00	
SUB TOTAL	19,325.00	27,361.00	20,280.00	28,710.00	21,285.00	30,123.75

Draft Project List for 2024 – 2028

This document forms part of the Parish Council’s Strategic Plan and sets out the Council’s planned projects. These projects have been allocated to the appropriate committee, are included in the 3 year budget plan and approved by Council. The Project list should be read in conjunction with the Council’s approved objectives document.

No.	Project Title	Summary	Justification	Funding Requirements	Funding Source(s)	Responsible Member/ Committee	Planning period	Recommendation/ Updates
1	Village Environment Improvement Project	Public survey completed April 2021. The program of improvements is monitored and updated by the Amenities Committee as projects are brought forward for completion.	Remaining projects requiring scoping are as follows: <ul style="list-style-type: none"> • Primrose Chase • Station Area • Outside Mini Market Main Road. 	Funding from Capital Reserves. The Village Projects Reserve balance is £6,630	Approved Parish Council Project	Amenities Committee	2024 – 2028	
2	Booth Bed Lane Play Area Improvements	New equipment and facilities for the play area.	Approximately £40k is available via S106 funding. Consultation with residents has taken place and the Goostrey Playground Community Project Working Group has	The council has placed £10,750 in Earmarked Reserves as a third party contribution to access a larger (£100,00) FCC grant.	Approved Parish Council Project	Amenities Committee	Deadline – August 2025.	

			been established, reporting to the Amenities Committee and Council. The group is working with ANSA to deliver the project.				
3	Village Gates Project	To install village gates as a visual speeding deterrent.	Data from SIDs continues to show a worrying level of speeding through the village. The installation of Village Gates would seek to control this.	Original estimate £7,000. Suggest funding from Unallocated Capital Reserves in the first instance, £4,606 available. Any underspend from the Village Entrances Project (approx. £1,000). Otherwise general reserves.	Unapproved Parish Council Project	Amenities Committee	Project needs to be defined and approved. Clerk to contact CEC to establish whether a licence fee would be payable as part of establishing the feasibility of the project. Confirmed no licence fee payable.

4	Average Speed Cameras	To install average speed cameras in the village.	Data from SIDs continues to show a worrying level of speeding through the village. Applications to join pilot schemes have been unsuccessful in the past.	Previous estimates were costs upwards of £50,000. Funding would need to be earmarked from General Reserves.	Unapproved Parish Council Project	Amenities Committee	2024 to end of 2025 2026 - 2028	Continue to pursue the new PCC regarding inclusion in future pilot schemes. If the above fails then obtain technical approval for installation by Parish Council.
5	Village Survey	To identify what improvements residents would like to see following the last survey in 2021.	To provide ongoing engagement with residents and inform future project plans	Funding to be earmarked from General Reserves approx. £1,000	Unapproved Parish Council Project	Amenities Committee	2025 - 2026	Recommend that a new survey is considered in 2025/26 to allow a reasonable period to have elapsed since the last survey.
6	Repainting the Main Hall	Required to maintain the hall in good condition.	Regular repainting of at least the lower walls is required to keep the hall in good condition for the school and hirers.	Quotes to be obtained. Reserves to be earmarked possibly from the surplus VH Recharge 2021/22 reserve of £6,771.14. School have confirmed that they will contribute.	Unapproved Parish Council Project	VHMC	Summer 2025	

7	Installation of wall covering to protect the Chair Store in the Main Hall	Required to maintain the hall in good condition.	To provide long lasting protection for the walls and maintain cleanliness	Quotes to be obtained. Reserves to be earmarked, possibly from the surplus VH Recharge 2021/22 reserve of £6,771.14.	Unapproved Parish Council Project	VHMC	Summer 2025	
8	Replacement of windows in the Parish Office, Committee Room and toilets.	Replacement of remaining single glazed windows in the Parish Office, Committee Room and toilets.	To reduce energy costs and create a warmer, more pleasant environment for hirers.	Funding earmarked in Capital reserves – Village Hall Projects of £8,800. Funding will also be sought from the Improved, Greener Community Facilities Fund which offers 75% of projects costs up to a maximum of £15,000	Approved Parish Council Project	VHMC	March 2024 – February 2025	

9	Replacement of lighting in the Parish Office and Committee Room.	Replacement of remaining fluorescent lighting in the Parish Office and Committee Room.	To move to more energy efficient LED lighting, as in the rest of the building, especially as these type of bulbs can't be replaced.	Indicative Quote £1,2000 Funding through Capital reserves – Village Hall Projects.	Unapproved Parish Council Project	VHMC		
10	New ceiling/wall mounted projector screen for the Lounge.	To install a wall/ceiling mounted projector screen in the Lounge. Preferably operated by remote control and perhaps including the projector itself.	The Coronation wall hanging covers a wall that was used to project meeting documents. The current screen is broken and is difficult to set up. This would improve the facility for Village Hall hirers as well as the council.	Quotes to be obtained. Proposed funding from the VHMC budget – Village Hall Improvements	Unapproved Parish Council Project	VHMC		
11	Sand and reseal of the Main Hall Floor	Required to maintain the hall in good condition.	Regular maintenance is required to keep the hall in good condition for the school and hirers.	Reserves to be earmarked, possibly from the surplus VH Recharge 2021/22 reserve of £6,771.14.	Unapproved Parish Council Project	VHMC		

12	Replacement Boiler	Planning required for eventual replacement of the boiler.	The boiler is 20 years old and it is prudent to consider making provision for this.	Consider earmarking general unallocated reserves of approx. £20,000. Should the boiler fail this will be a school/CEC project and therefore this would go through the recharge but the PC will need to make a contribution.	Unapproved Parish Council Project	VHMC	Not known.	
13	Replacement Main Hall Floor	Planning required for the eventual replacement of the original Main Hall Floor.	This is the original floor and it is prudent to consider making provision for this. The flooring company has suggested that there a limited number of times that that the floor can be sanded back.	Consider earmarking general unallocated reserves of approx. £20,000. Indicative quote was £18,215 excl. VAT. If the school agreed that the floor needs replacing	Unapproved Parish Council Project	VHMC	Not known.	

				would go through the recharge but the PC will need to make a contribution.				
14	Neighbourhood Plan Review	To review the Neighbourhood Plan Made in 2017.	Review will be required in light of the changes to the CEC Local Plan.	Funding from existing Earmarked reserves £12,000	Approved Parish Council Project	Planning Committee	Timescales will depend on the completion of the Local Plan.	