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FOR THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING
On Tuesday 3rd December 2024

AGENDA

1. **Declarations of Interest:** To receive any declarations of interest.
2. **Apologies for Absence:** To receive any apologies for unavoidable absence.
3. **Minutes:** To approve the following minutes:
 - a) Minutes of the meeting on 10th September 2024. [View Draft Minutes.](#)
 - b) Minutes of the budget meeting on 15th October 2024. [View Draft Minutes.](#)
4. **Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
 - a) **Cleaning of the Lounge carpet and chairs** – To confirm work carried out.
 - b) **Lounge bar door damaged** – Replacement hinges required.
 - c) **Glass Jugs** – Replacements required due to breakages.
 - d) **First Aid Kit** – Replenished and updated.
 - e) **Defibrillator** – Pads due to be replaced.
 - f) **CCTV and Access Control** – Annual service.
 - g) **Maintenance/ repair items from the school** – To note any items brought to the attention of the committee.
5. **Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements.
6. **Car Parking:** To note the report of car parking issues following Monday afternoon Village Hall hire and an update from the Clerk.
7. **Health and Safety Risk Assessment:** To confirm that this is being reviewed and updated.
8. **Village Hall Recharge Update:** To receive an update from the Clerk.
9. **Budget Review and Monitoring:** See Detailed Budget Summary and Reserve Report. **See page 2.**
10. **Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
11. **Conference Room:** To confirm improvements in storage arrangements.
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 11th March 2025

Goostrey Parish Council
Summary of Receipts and Payments

25 November 2024 (2024-2025)

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	6,491.25	191.25				191.25 (3%)
3	VH Lettings - Lounge	10,500.00	5,191.35	-5,308.65				-5,308.65 (-50%)
4	VH Lettings - Committee Room	300.00	415.40	115.40				115.40 (38%)
5	VH Lettings - School Kitchen	125.00		-125.00	125.00		125.00	(0%)
6	VH Lettings - Caretaker Services Charge	1,260.00	1,180.00	-80.00				-80.00 (-6%)
9	VH - Lettings early/late fees		10.00	10.00				10.00 (N/A)
37	VH Recharge				11,550.00	11,550.00		(0%)
38	VH Improvements				1,210.00	57.50	1,152.50	1,152.50 (95%)
39	Performing Rights Licence				200.00	166.54	33.46	33.46 (16%)
40	VH General Maintenance & Supplies				2,415.00	1,061.78	1,353.22	1,353.22 (56%)
42	VH Advertising/Entertainment Budget				250.00	13.40	236.60	236.60 (94%)
	[REDACTED]							
44	VH Clerk Salary				1,834.00	1,154.72	679.28	679.28 (37%)
46	VH Staff Expenses							(N/A)
	[REDACTED]							
58	VH Employers NIC				150.00	91.68	58.32	58.32 (38%)
59	VH EES Pension							(N/A)
67	VH ERS Pension				92.00	57.74	34.26	34.26 (37%)
	SUB TOTAL	18,485.00	13,288.00	-5,197.00	27,971.00	18,613.12	9,357.88	4,160.88 (8%)

Summary

NET TOTAL	18,485.00	13,288.00	-5,197.00	27,971.00	18,613.12	9,357.88	4,160.88 (8%)
V.A.T.		236.00			241.20		
GROSS TOTAL		13,524.00			18,854.32		

Notes

Items invoiced and still to be paid:

Safe Clean £378

First Aid Kit Refill £19.99

Cleaning Supplies £108.59

To be carried out in December:

Annual Service of CCTV and Paxton Door Opening System approx. £180

Defibrillator pads due to be renewed in December to be paid for from the earmarked reserve.

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		495.00		8,305.00
Village Projects	6,630.00				6,630.00
Capital General	4,606.00				4,606.00
Village Entrances Project	4,363.36		3,128.63		1,234.73
CIL Payment		1,215.30			1,215.30
Total Capital	24,399.36	1,215.30	3,623.63		21,991.03
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	1,920.81			29,971.52
Connected Communities Fund					0.00
Christmas Lights for the Bogbean	1,705.30				1,705.30
Village Hall Recharge 2021-2022	13,000.00	-6,771.14	6,228.86		0.00
Village Hall Recharge 2022-2023	13,639.39	-1,502.42	12,136.97		0.00
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	310.40		2,546.77
D-Day Events 2024	2,857.17	142.83	3,000.00		0.00
Christmas Lights Switch On event 2024	838.54		454.02		384.52
Village Hall Recharge 2023-2024	11,000.00	1,502.42			12,502.42
VH Recharges		-11,550.00	-11,550.00		0.00
Booth Bed Lane Playground Project	10,750.00				10,750.00
VH Annual Charges	1,340.50		1,340.50		0.00
Village Hall Recharge 2024-2025		11,550.00			11,550.00
VH Boiler/Hall Floor Contingency		10,000.00			10,000.00
VH Maintenance		6,771.14			6,771.14

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>
Total Earmarked	152,698.66	13,631.81	11,920.75		154,409.72
TOTAL RESERVE	177,098.02	14,847.11	15,544.38		176,400.75
GENERAL FUND					28,814.21
TOTAL FUNDS					205,214.96