



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE MEETING

Tuesday 3rd December 2024 at 6pm in the Village Hall, Lounge

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. **See document pack.**
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 document pack.**
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