# **Goostrey Parish Council**



# DOCUMENT PACK FOR THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING Tuesday 9th September 2025 at 6pm in the Village Hall, Lounge

#### **AGENDA**

- 1. Apologies for Absence: To receive any apologies for unavoidable absence.
- **2. Declarations of Interest:** To receive any declarations of interest.
- **3. Approval of Minutes**: To approve the minutes of the meeting held on 3rd June 2025. Minutes of the VHMC Meeting held on 3rd June 2025
- **4. Actions:** To provide an update on actions from previous meetings:
  - a) Due Diligence for External Speakers.
  - b) Promote the Village Hall Facebook page and the new groups using the Village Hall in the newsletters.
- **5. Village Hall Maintenance/Repairs:** To report any planned maintenance or repairs, highlight any future requirements and provide an update on actions.
  - a) New Windows Minor making good following installation now complete.
  - **b) Door Opening System** PC upgrade complete.
  - c) Kitchen Catering Equipment Service Carried out on 25<sup>th</sup> June, no issues arising.
  - d) Vacuum Replacement Confirmation required from Sally Ball.
  - e) Village Hall stop cock location John Worth contacted for information.
  - f) Maintenance/repair items and general issues from the school: To note any items brought to the attention of the committee:
    - i. Fire Risk Assessment Date.
- **6. Compliance Inspection Reports:** To confirm the council's response to providing a contribution to costs.
- **7. LED Lighting:** To review the quotes received to replace the remaining filament/fluorescent lighting in the Village Hall with modern, energy efficient lighting and appoint a contractor. **See page 3.**
- **8. Main Hall:** To review and approve the quote for minor making good and repainting of the hall. **See** page **20.**
- **9. Hall Chair Store:** To review and approve the quote for repair and lining of the walls in the chair store to prevent future damage and minimise maintenance costs. **See page 21.**
- **10. Caretaking & Cleaning**: To receive a report from VH Supervisors on bookings and caretaking arrangements. **See page 22.**
- **11. Meeting Dates 2026:** To approve the calendar of Village Hall Management Committee meetings for 2026. **See page 23.**
- **12. Health & Safety Risk Assessment:** To review the risk assessment in the light of any reported accidents. **See page 24.**
- 13. Budget Review and Monitoring: To review the budget and address any areas of concern. See page 42.
- **14. Strategic Plan:** To review the Strategic Plan and update progress for Village Hall projects. <u>View Strategic Plan.</u>

- **15. Review of the CCTV Policy:** To review and approve any amendments to the CCTV policy and to sign off the CCTV incident log. <u>View CCTV Policy.</u>
- **16. Village Hall Resilience:** To discuss any planned annual leave and level of cover required.
- 17. Correspondence: To review any correspondence received since the last meeting.
- **18. Budget Meeting:** To consider bringing the start time of the budget meeting forward on 7<sup>th</sup> October to due to other Village Hall booking.
- 19. Minor Items and Items for the Next Meeting
- **20. Date of Next Meeting**: Tuesday 7<sup>th</sup> October 2025 Budget Meeting Tuesday 2<sup>nd</sup> December 2025

#### Quote to install energy efficient LED lighting.

- 2 battens in office
- 3 battens in changing room
- Remedial work and 2 lights in loft
- 4 panels in hall (possibly reducing to 3)
- 3 panels and one circular 205mm led in gents
- 3 panels and one circular 205mm led in ladies
- 1 panel in disabled
- It should take around 2 days so will cost around £1200 +vat









Quotation

Page 1 of 2

#### **Goostrey Village Hall**

Main Road Goostrey Cheshire CW4 8PE

Date: 20/07/2025

Re: LED replacement works

Dear: Goostrey Village Hall

LED replacement works - To supply and fit new LED lighting to the following areas.

W.C corridor - 4 x recessed can lights. These would be swapped on a point for point basis.

Mens W.C. - 5 x recessed can lights. These would be swapped on a point for point basis. (We may be able to reduce this number to 4 fittings depending on LUX level once installed.)

Cleaners Cupboard - 1 x recessed can light. This would be swapped on a point for point basis.

Women's W.C. - 5 x recessed can lights. These would be swapped on a point for point basis. (We may be able to reduce this number to 4 fittings depending on LUX level once installed.)

Disabled W.C - 2 x recessed can lights. These would be swapped on a point for point basis.

Staircase - 2 x circular LED bulkheads. These would be swapped on a point for point basis.

Committee Room 1 - 3 x 2ft batten fittings at the side of the mirrors & 2 x 4ft battens in the overhand shelf above. We then propose to remove the large 1200x600 semi recessed fitting in the ceiling. We would instead wire 4 x recessed can lights like are installed in the corridors and W.C's. ( alternatively we could wire 2 x surface fittings like in the Bursars office next door) We would allow for making good a wooden frame to fit in the hole created and install a piece of plaster board over, patching in the sides and left ready to be decorated. We will also allow for an emergency light to be wired within this room as it is used by the general public on occasion.

Bursars Office - 2 x Surface mounted LED 5ft fittings. These would be swapped on a point for point basis.

Loft Area - 2 x Surface mounted IP rated LED 6ft fittings. These would be swapped on a point for point basis and the wiring replaced to these two lights as it is currently poorly installed and hanging down.

All above fittings are Ansell products which come with varying 3-7 year manufacturers warranty. Full details of warranties for each product will be made available upon completion.

All old fittings would be removed from site and disposed of correctly.

All old florescent lamps would be recycled as per current WEEE directives.

Total Labour: £975.00 (excluding VAT) Total Materials: £2,209.06 (excluding VAT)



Page 2 of 2

#### **Goostrey Village Hall**

Main Road Goostrey Cheshire CW4 8PE

Date: 20/07/2025

Re: LED replacement works

Total Price: £3,184.06 (excluding VAT)

All work would be carried out to standards set down by BS7671: 2018 A3:2024 Edition for Electrical installations.

Yours Sincerely,





Category	Downlights	
Application	Ancillary, Commercial, Education, Healthcare,	
	Hospitality, Retail	
Specification	Performance	

# **Comfort EVO**

Comfort EVO 1 Dual Output CCT Downlight White

Code: ACOM1/1







#### PRODUCT FEATURES

- Economic high performance CCT selectable IP44 downlight suitable for commercial and healthcare applications
- · Deep cut-off angle for glare control and comfort
- Downlight design allows installation into existing hole cut-outs of 210mm
- Polycarbonate housing with unique thermal management for durability and optimum lifespan
- Intelligent and eco-friendly 3 part design allows end user the choice of either black or white reflector and trim accessories to add to the downlight (ACOM\*/1), offering great customisation and product upgradability
- CCT selectable between 3000K and 4000K and power selectable; offering a choice of 2 outputs, in one luminaire
- Anti-Ligature kit available for installation in secure environments such as healthcare and educational facilities
- Dimmable and Emergency options, standard and Self-Test Emergency available using the Hawk Kit Emergency Pack

GENERA	L INFORMATION
Wattage	7W - 13W
Lumens Delivered	1000lm - 1800lm (4000K)
Lm/W	130lm/W (4000K)
Beam Angle	80
CRI	80
CCT	3000/4000K
Input	220-240V
Operating Temp	-20°C - 25°C
SDCM	3
UGR	23
Cut-Out Size	210mm
Energy efficiency class	F
Product Weight without Packaging	0.37 kg

Belfast: +44 (0) 2890 773750

Warrington: +44 (0) 1942 433333

TEOLINIO	I INFORMATION
TECHNICA	AL INFORMATION
Light Source	LED
Colour / Finish	White
IP Rating	IP44
Class Protection	2
Internal / External	Internal
Surface / Recessed / Suspended	Recessed
Lumen Depreciation	L80 60,000h
Warranty (Years)	5
CE Mark	Yes
Height	62 mm





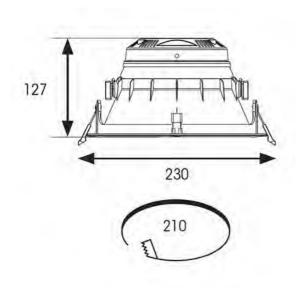


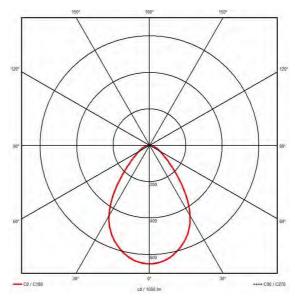


Category	Downlights	
Application	Ancillary, Commercial, Education, Healthcare,	
	Hospitality, Retail	
Specification	Performance	

# **Comfort EVO**

Comfort EVO 1 Dual Output CCT Downlight White Code: ACOM1/1





ACCESSORIES	
ACOM/TR/W/1	Comfort EVO White Reflector and Trim
ACOM/TR/B/1	Comfort EVO Black Reflector and Trim
AARXDLK/1	ARX Downlight Anti-Ligature Kit
AHUEMKIT/LI	Hawk Universal Lithium Emergency Kit Maintained/Non-
	maintained

MANDATORY ACCESSORIES	
ACOM/TR/W/1	Comfort EVO White Reflector and Trim
ACOM/TR/B/1	Comfort EVO Black Reflector and Trim

Belfast: +44 (0) 2890 773750

Warrington: +44 (0) 1942 433333









Category	Battens and Weatherproofs	
Application	Ancillary, Commercial, Education, Healthcare,	
	Industrial, Retail	
Specification	Performance	

# **Ecoline**

Ecoline CCT 1500mm Code: AECOLN/CCT/5





#### PRODUCT FEATURES

- Slim, robust economic LED batten suitable for ancillary areas and industrial applications
- Supplied complete with versatile mounting clips. Clips can be located anywhere along the spine of the luminaire
- Selectable CCT between 3000K, 4000K and 6500K
- Non-dimmable

- Excellent light uniformity through high transmittance polycarbonate diffuser
- CCT selector conveniently located under batten end cap
- · Pre-wired with 600mm cable

GENERAL INFORMATION		
Wattage	35W	
Lumens Delivered	4700lm (4000K)	
Lm/W	134lm/W (4000K)	
Beam Angle	120	
CRI	80	
ССТ	3000/4000/6500K	
Input	220-240V	
Operating Temp	-20°C - 40°C	
SDCM	6	
UGR	25	
Product Weight without Packagi	i <b>ng</b> 0 kg	

TECHNICAL INFORMATION		
Light Source	LED	
Colour / Finish	White	
IP Rating	IP20	
IK Rating	IKO6	
Class Protection	2	
Internal / External	Internal	
Surface / Recessed / Suspended	Ceiling	
Lumen Depreciation	L70 50,000h	
Warranty (Years)	3	
CE Mark	Yes	
Height	28 mm	





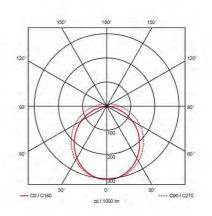


Category	Battens and Weatherproofs	
Application	Ancillary, Commercial, Education, Healthcare,	
	Industrial, Retail	
Specification	Performance	

# **Ecoline**

Ecoline CCT 1500mm Code: AECOLN/CCT/5





in Ansell Lighting







Emergency
Ancillary, Commercial, Education, Healthcare,
Hospitality, Industrial, Retail
Performance

# **Encore**

Encore Exit Box Maintained / Non-Maintained Lithium White Code: AENC/2/W

#### PRODUCT FEATURES

- Ultra slim modern LED exit box
- LiFePO4 Lithium battery provides improved energy consumption, product reliability and lifetime
- Neat picture frame appearance compared to conventional fluorescent exit signs
- Available in white with black and silver grey frame accessories

- $\bullet \ \ \text{Selectable self-test or manual test emergency operation for installation flexibility}$
- DALI Emergency option available
- Supplied with all legend options arrow down, arrow up and arrow left/right

GENERAL INFORMATION		
Wattage	2.5W	
CRI	70	
ССТ	6500	
Input	220-240V	
Operating Temp	0°C - 40°C	
SDCM	6	
Product Weight without Packaging	0.735 kg	

TECHNICAL INFORMATION		
Light Source	LED	
Colour / Finish	White	
IP Rating	IP20	
IK Rating	IK08	
Class Protection	1	
Internal / External	Internal	
Lumen Depreciation	L70 50,000h	
Warranty (Years)	7	
CE Mark	Yes	
Height	37.5 mm	





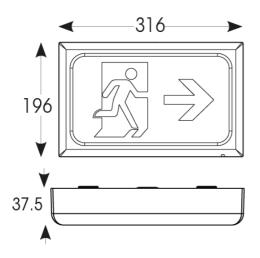




Emergency	
Ancillary, Commercial, Education, Healthcare,	
Hospitality, Industrial, Retail	
Performance	

# **Encore**

Encore Exit Box Maintained / Non-Maintained Lithium White Code: AENC/2/W



ACCESSORIES	
AENC/BLFR/2	Encore Exit Box Frame Accessory Black
AENC/SGFR/2	Encore Exit Box Frame Accessory Silver Grey









Category	Bulkheads	
Application	Ancillary, Commercial, Education, Hospitality, Retail	
Specification	Performance	

# Luna

Luna Multi Wattage CCT

Code: ALUN/1







#### PRODUCT FEATURES

- Polycarbonate wall/ceiling bulkhead with adjustable power and light output option suitable for education and commercial applications.
- White body finish with 4 different bezel finish accessory options including; white, chrome, satin chrome and black
- Clip in diffuser, bezel and gear tray for a tool-less, simple and quick installation
- Power and CCT selectable; offering a choice of 2 outputs and 3 colour temperature options, in one luminaire
- High efficiency up to 150lm/W

Wattage         12W - 22W           Lumens Delivered         1700Im - 3100Im           Lm/W         150Im/W           Beam Angle         115           CRI         80           CCT         3000/4000/5000K           Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3           Product Weight without Packaging         1.419 kg	GENERAL INFORMATION	
Lm/W         150lm/W           Beam Angle         115           CRI         80           CCT         3000/4000/5000K           Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3	Wattage	12W - 22W
Beam Angle         115           CRI         80           CCT         3000/4000/5000K           Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3	Lumens Delivered	1700lm - 3100lm
CRI         80           CCT         3000/4000/5000K           Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3	Lm/W	150lm/W
CCT         3000/4000/5000K           Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3	Beam Angle	115
Input         220-240V           Operating Temp         -25°C to 50°C           SDCM         3	CRI	80
Operating Temp         -25°C to 50°C           SDCM         3	ССТ	3000/4000/5000K
SDCM 3	Input	220-240V
-	Operating Temp	-25°C to 50°C
Product Weight without Packaging 1.419 kg	SDCM	3
	Product Weight without Packaging	1.419 kg

TECHNICAL INFORMATION		
Light Source	LED	
Colour / Finish	White	
IP Rating	IP54	
IK Rating	IK08	
Class Protection	2	
Internal / External	Internal / External	
Surface / Recessed / Suspended	Surface	
Lumen Depreciation	L80 50,000h	
Warranty (Years)	5	
CE Mark	Yes	
Diameter	435 mm	
Height	102 mm	





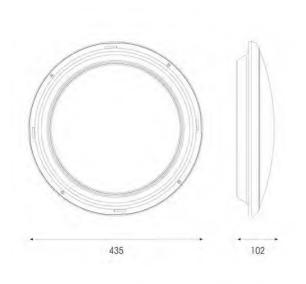


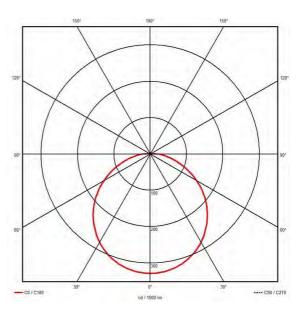


Category	Bulkheads	
Application	Ancillary, Commercial, Education, Hospitality, Retail	
Specification	Performance	

# Luna

Luna Multi Wattage CCT Code: ALUN/1





ACCESSORIES	
ALUN/1/BZ/CH	Luna Multi Wattage CCT Chrome Bezel
ALUN/1/BZ/BL	Luna Multi Wattage CCT Black Bezel
ALUN/1/BZ/SC	Luna Multi Wattage CCT Satin Chrome Bezel
ALUN/1/BZ/WH	Luna Multi Wattage CCT White Bezel









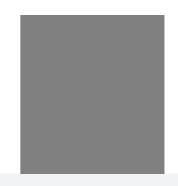
Category	Commercial Linear	
Application	Commercial, Education, Healthcare	
Specification	Performance	

# **Oxford**

Oxford CCT Surface Linear Multi Wattage 1200mm Code: AOXL4/1







#### PRODUCT FEATURES

- Surface linear suitable for educational and commercial applications
- This is a widely used style of fitting within the educational sector
- Steel body with polycarbonate diffuser and plastic end caps
- · Powered by Philips

- Modern fully enclosed surface luminaire with curved low profile appearance
- CCT selectable between 3000K, 4000K and 5000K and power selectable; offering a choice of 2 outputs, in one luminaire
- · Dimmable options

GENERAL INFORMATION	
Wattage	21W - 32W
Lumens Delivered	2900lm - 5000lm (4000K)
Lm/W	140lm/W
Beam Angle	110
CRI	80
CCT	3000/4000/5000K
Input	220-240V
Operating Temp	-20°C - 40°C
SDCM	3
UGR	24
Energy efficiency class	C
Product Weight without Packaging	1.74 kg

Belfast: +44 (0) 2890 773750

Warrington: +44 (0) 1942 433333

TECHNICAL INFORMATION		
Light Source	LED	
Colour / Finish	White	
IP Rating	IP20	
IK Rating	IKO6	
Class Protection	1	
Internal / External	Internal	
Surface / Recessed / Suspended	Ceiling	
Lumen Depreciation	L70 80,000h	
Warranty (Years)	5	
CE Mark	Yes	
Height	70 mm	





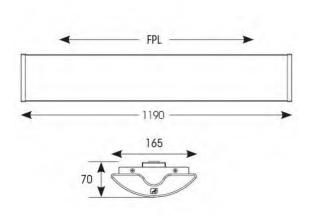


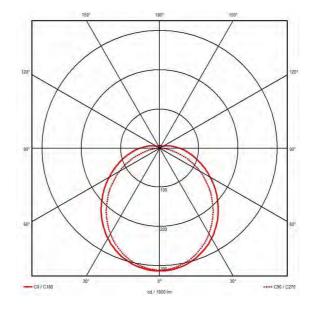


Category	Commercial Linear	
Application	Commercial, Education, Healthcare	
Specification	Performance	

# **Oxford**

Oxford CCT Surface Linear Multi Wattage 1200mm Code: AOXL4/1













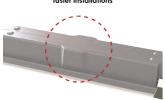
Category	Battens and Weatherproofs
Application	Ancillary, Commercial, Education, Healthcare,
	Hospitality, Industrial, Retail
Specification	Performance

# Tornado EVO

Tornado EVO CCT Multi Wattage 1800mm Code: ATORE6/1

#### Increased Flexibility Three side conduit entries allow

Three side conduit entries allow for **enhanced flexibility** and **faster installations** 



#### Stable Mounting

Large installation bracket fixings ensure a more **secure** and **durable** mounting process.



#### Painless Install

Base supplied disassembled, with easy attach clips for easy installation.



#### PRODUCT FEATURES

- IP66 non-corrosive batten suitable for industrial applications and ancillary areas
- CCT selectable between 4000K, 5000K and 6500K and power selectable; offering a choice of 2 outputs, in one luminaire
- LED performance allows point-to-point replacement of existing fluorescent luminaires
- Whole luminaire illuminates during emergency operation rather than a small area, allowing less emergency versions required on an installation
- High efficiency up to 160 Lm/W
- Slim sloped diffuser design creates sleek appearance and offers greater light distribution
- Lockable heavy-duty stainless steel clips supplied as standard for added safety and security

	GENERAL INFORMATION
Wattage	35W/70W
Lumens Delivered	5200lm - 9600lm (4000K)
Lm/W	150lm/W (4000K)
Beam Angle	120
CRI	80
CCT	4000/5000/6500K
Input	220-240V
Operating Temp	-20°C - 40°C
SDCM	3
Energy efficiency class	D
Product Weight without Packag	<b>ling</b> 2.08 kg

Belfast: +44 (0) 2890 773750

Warrington: +44 (0) 1942 433333

TECHNI	CAL INFORMATION	
TECHNI	CAL INFORMATION	
Light Source	LED	
Colour / Finish	Grey	
IP Rating	IP66	
IK Rating	IK10	
Class Protection	1	
Internal / External	Internal / External	
Surface / Recessed / Suspended	Ceiling, Suspended	
Lumen Depreciation	L80 100,000h	
Warranty (Years)	7	
CE Mark	Yes	
Height	81 mm	





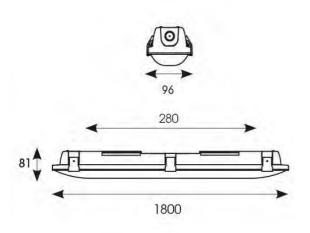


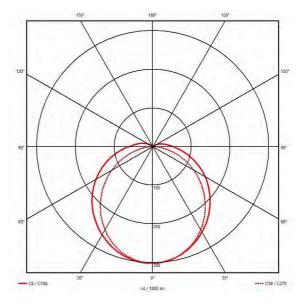


Battens and Weatherproofs
Ancillary, Commercial, Education, Healthcare,
Hospitality, Industrial, Retail
Performance

# Tornado EVO

Tornado EVO CCT Multi Wattage 1800mm Code: ATORE6/1

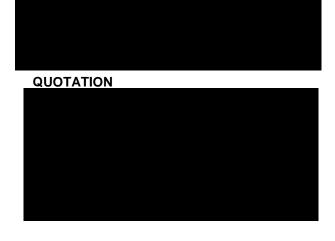








Goostrey Village Hall Main Road Goostrey CW4 8PE



Re - Electrical Work Lighting Replacements

Dear Madam,

We are pleased to offer you the below quotation following our recent discussion.

To visit the above address and carry out the following works.

Attend to isolate and remove existing florescent light fittings throughout office and w/c areas of site.

Dispose of in accordance with current waste management regulations.

Supply and install:

Main Corridor:

4No Recessed 600 x 600 Led panels.

1No Emergency pod.

1No 3w Led emergency bulkhead fitting.

Gents w/c:

1No Recessed round Led downlight fitting.

3No Recessed 600 x 600 Led panels.

Store Room:

1No Recessed round Led downlight fitting.

Ladies w/c:

1No Recessed round Led downlight fitting.

3No Recessed 600 x 600 Led panels.

Accessible w/c:

1No Recessed 600 x 600 Led panel.

Meeting / Changing Room:

4No 1800mm Led lamps to existing light fitting.

3No 600mm Led linier light fittings.

2No 1500mm Led linier light fittings.

Parish Church Office:

2No 1800mm Led Surface mounted Led light fittings c/w polycarbonate diffusers.

Loft:

2No 1800mm Led anticorrosive light fittings c/w polycarbonate diffusers and stainless steel retaining clips.



















Rewire electrical supplies and install replacement containment.

Test and leave in working order.

NB. No allowance included for out of hours works.

NICEIC certificate to be issued upon completion.

The above work to include labour and materials would be £3,248.19 + VAT (Three Thousand, Two Hundred and Forty Eight Pounds and Nineteen Pence).

NB: All quotations subject to VAT at the current rate unless stated or agreed otherwise.

This quotation is that of a NICEIC approved contractor and should not be compared to a quotation from a non-approved contractor.

All work carried out in accordance with the current 18th Edition of Institution of Engineering and Technology Regulations.

NB. Quotation Price valid for a period of 30 days.

We trust that we have interpreted your requirements correctly. If you require any additional information, please do not hesitate to contact our Helpdesk team.

Thanking you in anticipation.

Yours faithfully,



















Further to our to insp	pecting the villag	ge hall today I am	happy to d	quote as follows:

Main Outer Perimeter

Labour plus materials £700

Additional Quote

Front Stage Arch

Labour plus materials £175

Should you have any queries please do not hesitate to contact me.

Availablity over Christmas period would be my preference, however could fit in before if preferred.

#### **Item 9 Hall Chair Store**

#### From Cladding Monkey

2.5mm Cladding panels 8 x 4 in gloss7 @ £35.60 eachSmall internal corner2 @ 6.55 eachCladding division bar4 @ £6.65 eachCladding edging bar4 @ £6.20 eachCladding adhesive14 @ 7.95 each

Total £425.00

All prices are excluding vat

My charges for repairing the wall with plaster and cladding installation would be £200.00 including plaster, hardwood cladding and sundries.

#### Item 10 Caretaking & Cleaning











and much more















Since June we have received 11 confirmed bookings 5 of which are new clients including Over Peover Village Hall support group with a dance show event in November, and Ross's Rolls as well as new private clients.

Enquiries are still being made, and we have conducted several viewings for new clients, mostly for private events with some interesting questions (including "will a dinosaur be able to get in the Village Hall"!) and we are hopeful that our efforts will result in these getting converted into bookings (some have) but there have also been a number of enquires which, despite some effort in replying to the enquiries and questions, have not resulted in bookings.

Unfortunately, the new baby classes on Monday's ceased after only few weeks due to lack of clients.

However, we have had an enquiry from an Adoption Social Worker looking for a location in Goostrey to host regular therapeutic parent/child play therapy groups in 2026. This seems positive, but so far this has not matured into a booking.

We have had 5 cycle events since June, but we did have a 6th cancelled as the unforeseen A556 road closure and a clash with Traction Engine Rally meaning that their approved cycling routes were blocked but they have indicated they will return next year.

Goostrey community choir have started up again.

We have advertised some public events on the Facebook page and elsewhere (Goostrey matters, Holmes Chapel neighbours and Country post & community news) and use has been made of the Village community notice boards to help with publicising both the events and the Village Hall.

Two recent ones are the St. Luke's Manchester Jazz evening which was/is struggling with ticket sales and also a new 'Ross's Rolls' Saturday morning event selling home baked produce – which was very successful with queues into the car park and who has booked on a monthly basis until the new year and indicated that he would like to continue in 2026.

We have both completed our online training COSHH, Manual Handling, & Working at height, and post a discussion with Emma, a new "Kickstep" (Elephant's foot) has been procured and is available for hirers to use and will hopefully reduce the instances of chairs being used to stand on. It is stored in the Foyer Cloakroom.

The Stage Curtain winder has been repaired and is now functional again (the cable had come off its scroll and become tangled up).

The Bar Servery Hatch mounting stop was found to be damaged and was taken home to repair and has been refitted.

We don't appear to have had the PCSO request any sessions at the Village Hall since the end of last year.

With Dave's retirement from his school caretaker role, the school now have different caretakers and whilst we have recently been provided with their emails addresses, we could do with their and/or suitable contact telephone numbers in case of any issues outside normal hours with e.g. if the Hall needs clearing for an event but still has School property left in it, or if the School to hall door needs locking, or in an emergency, e.g. if the fire alarm goes off or if there is a water leak or issue with the heating.

Lastly, can we record our thanks to Dave for his assistance and cooperation as he has been invaluable in helping us with the hall, especially as he is local and has on occasion come out at short notice out of hours to address issues.

## Item 11 Meeting Dates 2026

Tuesday 10 March 2026 18:00 – 19:30

Tuesday 9 June 2026 18:00 – 19:30

Tuesday 8 September 2026 18:00 – 19:30

Tuesday 6 October 2026 – Budget Meeting 19:30 – 21.30

Tuesday 8 December 2026 18:00 – 19:30



#### **Goostrey Parish Council**

# Health & Safety Risk Assessment – Parish Council Office and Village Hall Methodology and Risk Matrix

The Parish Council risk assesses the Village Hall premises and activities to control the risks to people who use the premises and are involved in its maintenance and upkeep. There is no legal requirement to record the findings of this risk assessment as less than five people are employed by the Parish Council. There are, however, sound legal and business reasons to record the findings of the risk assessment and to use the document to monitor risks and track actions.

Much of the repair and maintenance of the Village Hall and Parish Council Office is done by self-employed contractors or contractors engaged by the school who have responsibility for their own health and safety. Details of the school's cyclical maintenance schedule are listed as part of the risk assessment and these services are recharged to the council. Also included in the maintenance schedule is a Facilities Management Annual Compliance Inspection and an Annual Health and Safety Inspection.

All events and activities organised by the Parish Council are risk assessed separately and a record kept.

Risk assessment records should be kept as long as the particular process or activity that the record refers to is still being performed. Keeping past assessments allows for further examination, and changes and improvements to be identified.

Goostrey Parish Council has overall responsibility for health and safety and the Clerk has delegated responsibility from the Parish Council for the day to day implementation of its health and safety policy. The Clerk carried out the risk assessment.

- 1. To identify the hazards the Clerk:
  - Looked at the HSE's website for information and guidance.
  - Walked around the Village Hall, car park and other areas noting things that might pose a risk.
  - Consulted with the Village Hall Supervisors and the Chairman of the Village Hall Management Committee to learn from their experiences and views on health and safety.
- 2. The Clerk recorded who could be harmed by the hazards and how and the controls in place to mitigate the risks.
- 3. The findings of the risk assessment were used to create a list of next steps where any actions required were recorded along with the name of the person responsible for the action and timescale for completion.
- 4. The risk assessment will be reviewed by the Village Hall Management Committee at its meetings four times per year and by the Parish Council annually. The risk assessment will be reviewed immediately based on any incidents or changes to the premises or how the premises are used.



## **Goostrey Parish Council**

# Health & Safety Risk Assessment – Parish Council Office and Village Hall Risk Matrix

Likelihood	Severity of Harm						
Likelillood	1. Minor	2. Moderate	3. Significant				
1. Unlikely to happen	1	2	3				
2. Likely to happen	2 4 6						
3. Very likely to happen	6 9						
	Overall Risk Level = Likelihood x Severity of Harm						

Overall risk is low. Regular monitoring required but no action required at this time.

Overall risk is medium. Monitoring essential and action may be required to mitigate risk.

Overall risk is high. Action required to manage risk.





No.	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required
RA1	Car Park – Slips, trips, falls and collisions	Users of the car park may suffer injuries such as fractures or bruising if they slip or trip.  Injury may also be caused by falling tree branches or vehicle collisions.	1	3	3	<ul> <li>Car park surface maintained to be in as good a condition as possible.</li> <li>Parking spaces for visitors with disabilities available next to hall entrance.</li> <li>Car park is well lit.</li> <li>Grounds maintenance, gritting and tree surveys/work is carried out by the school's contractors.</li> <li>5mph hour speed limit and speed bumps control speed of vehicles.</li> </ul>	No further action required.
RA2	Movement around the building - Slips, trips and falls	Users of the village hall may suffer injuries such as fractures or bruising if they slip or trip.	1	3	3	<ul> <li>Mats at entrances to avoid water being brought inside.</li> <li>Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept.</li> </ul>	No further action required.





						Wet Floor warning signs are available and used if floors are wet.  Adequate lighting in all areas including emergency exits.  Carpets and mats checked to ensure they are in good condition  Corridors and foyers kept clear of clutter.  No trailing cables or leads.  Use of extension leads avoided.  Cable covers used.  Handrail fitted to stairs.  permanent fixtures checked to ensure they are in good condition, e.g. seats, shelving, cupboards, notice boards, signage	
RA3	Injuries in General	Staff and Users of the Village Hall and Parish Office.	1	2	2	First aid kits available in the Village Hall Foyer and Parish Office. Village Hall Supervisors have been trained in basic first aid and can be called on if on site, otherwise the contact	No further action required.



# **Goostrey Parish Council**

phone number is on the entrance door.  First aid kits checked monthly to ensure kit is fully stocked and all items within expiry date.  List of contents within the kit with space to note any items which have been used.  Defibrillator available in Village Hall foyer.  Defibrillator or monitored/checked on a regular basis by volunteer to ensure defibrillator is working correctly and consumables replaced
as required. Results reported to Clerk and recorded by the volunteer with The





RA4	Misuse of Facility	Users of the Village Hall may be injured. Either the person misusing the hall or subsequently hiring the hall.	1	3	•	All hirers have a contract with the Council.  No inappropriate functions or entertainment allowed.  All hirers are advised of the Village Hall's Terms and Conditions of hire.  Village Hall Supervisor meets new hirers to discuss correct use of hall, use of equipment and health and safety arrangements prior to first hire.  Village Hall Supervisor checks premises regularly. Hirers are requested to report any damage or breakages.  Any damage or breakages.  Any damage found during routine	Include in the terms and conditions of hire that hirers acknowledge that that they have been given instruction in the use of the village hall equipment and that all use is at the hirer's own risk.
						if possible or alternative arrangements made.	





						with next hirer, prior to them using the premises.  Paxton Door system is set to lock door between hires.  Paxton system can be used to lock/unlock the door remotely.  CCTV covers main door and foyer and can be viewed remotely.	
RA5	Roller Shutter in Lounge	Users may be injured if the shutter isn't working correctly.	1	1		<ul> <li>Serviced annually</li> <li>Checked regularly to ensure it is in good order.</li> </ul>	No further action required.
RA6	Electrical Equipment and Services	Users and staff may risk electric shocks or burns from faulty equipment or installation.	1	3	3	<ul> <li>Covered by the School's cyclical maintenance schedule:         <ul> <li>5-year wiring inspection.</li> <li>Emergency lighting (monthly)</li> <li>PAT Testing in Joint Use Areas</li> </ul> </li> <li>PAT Testing carried out by the PC's contractor in non-Joint Use Areas annually.</li> </ul>	Regular servicing of the kitchen equipment to be considered i.e. cooker, dishwasher, water boiler and fridge. Clerk to obtain costs.





RA7	Heating	Users and staff may risk injury or illness if the heating system isn't working correctly.	1	1	1	Covered by the School's cyclical maintenance schedule:
RA8	Asbestos	Staff, and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	1	3	3	Covered by the School's cyclical maintenance schedule:  o Management, risk assessment and remedial action.  o Asbestos plan provided to contractors.  o Survey carried out by HSL before any work to the fabric of the building is carried out.
RA9	Fire	If trapped, staff and users may suffer fatal injuries from smoke inhalation/burns	1	3	3	<ul> <li>Covered by the School's cyclical maintenance schedule:</li> <li>Quarterly alarm testing</li> <li>Install Fire Assembly Point sign in the car park.</li> </ul>





BAAC						meets new hirers to discuss correct use of hall, use of equipment and health and safety arrangements including location of fire extinguishers, escape routes and emergency exits prior to first use of hall.  Escape route map on display in the foyer along with notices detailing steps to take in case of fire.  Emergency exits are clearly labelled with appropriate signage.  Smoking is prohibited in the Village Hall, the grounds and car park.	
RA10	Pest Control	Staff and users of the Village Hall may become ill if the hall becomes infested	1	2	2	Covered by the School's cyclical maintenance schedule	No further action required.





		with pests. Equipment and cables may be damaged.					
RA11	Legionnaires' Disease	Staff and users of the Village Hall may become ill if exposed to Legionnaires' Disease.	1	3	3	<ul> <li>Covered by the School's cyclical maintenance schedule:         <ul> <li>Monitoring, 2 yearly risk assessment and remedial actions.</li> <li>Weekly flushing of water outlets in the Committee Room and Parish Office carried out and recorded by the Clerk.</li> </ul> </li> </ul>	No further action required.
RA12	Work at Height	Anyone working at any height may suffer injury	1	3		<ul> <li>Two appropriate, commercial stepladder securely stored and are only made available for use if specifically requested.</li> <li>One kick stool available for use.</li> <li>If hall users request use of the stepladders they are given guidance on</li> </ul>	Update training for staff cpdonline.co.uk Working at Height.





					•	their proper use and advised that they are responsible for using the stepladder safely and at their own risk.  HSE guidance notes are available in the H&S Folder.	
RA13	Hazardous Substances	Staff and users may risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	1	2		marked 'irritant' replaced with milder alternatives where possible.  VH Supervisors trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container.	Update training for staff cpdonline.co.uk. COSHH Awareness.
RA14	Stored Equipment - Cupboards	Staff and users may be injured by collapsing stacks.	1	2	2		





						chairs carefully so that they do not collapse.  New hall users are shown where and how to stack tables and chairs. Posters also illustrate the correct way to store them.  No high level storage of items.
RA15	Stored Equipment - Stage	Staff or users may be injured accessing the under stage storage. A head injury may be caused as the ceiling of the storage is low. A back injury may be sustained if heavy or awkward items are lifted out of this space.	1	2		<ul> <li>Storage may only be accessed when a member of staff is present.</li> <li>Storage is kept locked.</li> <li>Where possible large or heavy items should be kept in storage containers with wheels so that they can be easily moved.</li> </ul>
RA16	Stored Equipment - Loft	Staff may be injured by falling from height when accessing the loft.	1	3	3	The loft is not accessible by the public as the loft access ladder is secured by a padlock and chain. Other general purpose ladders are stored in locked cupboards.





					•	Staff must only access the loft area when others are in the building. Instructions for correct use of the loft ladder is available.	
RA17	Manual Handling Chairs and tables etc.	Staff and users may suffer back pain if they try to lift objects that are too heavy or awkward.	1	2	•	Chairs and tables are stored on trolleys. Manual handling tasks kept to a minimum. Staff should seek assistance where necessary. Separate risk assessment required for any new, specific, high risk manual handling activity. HSE guidance notes are available in the H&S Folder	Update training for staff cpdonline.co.uk Manual handling.
RA18	Lone Working	Staff may be at risk if someone enters the building and confronts lone worker.  Risk of confrontation as	1	3	•	Whenever possible, lone workers should keep external doors and windows locked. Lone staff should carry mobile phone at all times.	No further action required.





		lone worker enters or leaves building				entrance, door locking system.	
RA19	Use of Work Equipment Floor Cleaner etc.	Staff may be subject to various injuries	1	2	2	of suitable equipment.  Written operating instructions where necessary.	No further action required.
RA20	Office Activities	Staff may be subject to various injuries	1	2	2	avoided Cable covers used if required Cabinet drawers kept closed when not in use Office kept neat and tidy. Floor kept clear to avoid trip hazards.	No further action required.



RA21	Insurance Cover	Staff, councillors, volunteers, hall users	1	1	•	The council's all risk insurance policy is reviewed annually by the Finance Committee and recommendations made to full council to ensure that adequate cover is in place to cover property, employer and public liability.  Public Liability Insurance certificate displayed in Village Hall Foyer.	New Public Liability Insurance Certificate to be displayed 01/04/2025.
RA22	Display Screen Equipment	Staff may be subject to back pain, repetitive strain injuries, poor eyesight.	1	1	1	Not currently covered.	All workstations to be assessed and employees provided with information and guidance on working with display screen equipment. Eligible DSE users to complete the Display screen equipment workstation checklist. Relevant action to be taken as indicated by the completed checklist.



#### **Goostrey Parish Council**

### Health & Safety Risk Assessment – Parish Council Office and Village Hall

Name (and position): Emma Bambrook, Parish Clerk

Signature: EJBombrod

Date Assessed: 18th December 2024

Review Date: VHMC Meeting 11th March 2025 and Parish Council meeting in January 2025

Agreed at the Parish Council Meeting on: 25th February 2025





## **Next Steps**

No.	Action	By Who?	By When?	Completed?
RA4 - Misuse of Facility	Include in the terms and conditions of hire that hirers acknowledge that that they have been given instruction in the use of the village hall equipment and that all use is at the hirer's own risk.	The Clerk	01/03/2025	Yes. 14/01/25 EB
RA6 – Electrical Equipment and Services	Regular servicing of the kitchen equipment to be considered i.e. cooker (incl. bain marie), dishwasher, water boiler and fridge. Clerk to obtain costs.	The Clerk	01/06/2025	Yes. Annual Contract with C&C Catering Engineers Ltd. Completed and in place 18/03/2025. First ervice 25 June 2025. EB
RA6 - Electrical Equipment and Services	PAT Testing carried out by the PC's contractor in non-Joint Use Areas annually.	The Clerk	31/10/2025	To be booked. EB
RA9 - Fire	Install Fire Assembly Point sign in the car park.	The Clerk	01/06/2025	Sign installed 20/03/2025. EB
RA12 – Work at Height	Update training for staff.	The Clerk	01/09/2025	VH Supervisors both completed. CD 24/07/2025, expires 24 <sup>th</sup> July 2027. YD 26/08/2025. Expires 26/08/2027.
RA13 - Hazardous Substances	Update training for staff.	The Clerk	01/09/2025	VH Supervisors both completed CD 27/04/2025. Expires 27/04/2027. YD 24/06/2025. Expires 24/06/2025.
RA17 – Manual Handling	Update training for staff.	The Clerk	01/09/2025	VH Supervisors both completed. CD 22/06/2025, expires 22/06/2027. YD 18/08/2025, expires 18/08/2027.



RA21 – Insurance Cover	New Public Liability Insurance Certificate to be displayed.	The Clerk	01/04/2025	In place 01/04/2025.
RA22 – Display Screen Equipment	All workstations to be assessed and employees provided with information and guidance on working with display screen equipment.  Eligible DSE users to complete the Display screen equipment workstation checklist.  Relevant action to be taken as indicated by the completed checklist.	The Clerk	01/06/2025	Eligible user has completed DSE workstation checklist for both home office and Parish Office.  Back support and foot rest required for the chair in the Parish Office. EB 14/01/2025. Equipment in place 16/04/2025.

# Goostrey Parish Council Summary of Receipts and Payments

Cost Centre 3

3 Villa	ige Hall		Receipts				Net Position		
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/ove	er spend
2	VH Lettings - Hall	10,710.00	2,364.25	-8,345.75				-8,345.75	(-77%)
3	VH Lettings - Lounge	6,825.00	1,925.54	-4,899.46				-4,899.46	(-71%)
4	VH Lettings - Committee Room	315.00	50.25	-264.75				-264.75	(-84%)
5	VH Lettings - School Kitchen	125.00		-125.00	125.00		125.00		(0%)
6	VH Lettings - C/S Charge		685.00	685.00				685.00	(N/A)
9	VH - Lettings early/late fees								(N/A)
37	VH Recharge				12,600.00		12,600.00	12,600.00	(100%)
38	VH Improvements				1,250.00		1,250.00	1,250.00	(100%)
39	Performing Rights Licence				175.00		175.00	175.00	(100%)
40	VH General Maintenance & Supplies				2,500.00	1,264.05	1,235.95	1,235.95	(49%)
42	VH Advertising/Entertainment Budget				50.00	21.65	28.35	28.35	(56%)
44	VH Clerk Salary				1,890.00	783.68	1,106.32	1,106.32	(58%)
	VH Staff Expenses				1,200100		.,	.,	(N/A)
	VH Employers NIC				255.00	91.86	163.14	163.14	
59	VH EEs Pension Contributions								(N/A)
67	VH ERS Pension				95.00	39.19	55.81	55.81	(58%)
	SUB TOTAL	17,975.00	5,025.04	-12,949.96	26,440.00	5,356.22	21,083.78	8,133.82	(18%)
	Summarv								
	NET TOTAL	17,975.00	5,025.04	-12,949.96	26,440.00	5,356.22	21,083.78	8,133.82	(18%)
	V.A.T.		137.00			183.53			
	GROSS TOTAL		5,162.04			5,539.75			

#### Notes:

#### Receipts

At time of writing there is approximately £4,000 in invoices for the Village Hall awaiting payment. It is also worth noting that we are now moving into the hall's busy period.

#### **Payments**

The following are invoices which have been received but haven't yet been paid:

The replacement of the hardware to resolve the issues with the Paxton door opening software which was not anticipated will be £1,400.89.

The performing rights licence is £231.58 which exceeds the current budget.

There will be a further payment of £137.07 for Village Hall supplies.

The cost for minor making good for the new windows is £120 but this will come from reserves as part of the project to replace the windows.

#### Goostrey Parish Council Reserves Balance 2025-2026

Reserve C	)peningBalance	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	CurrentBalance
Capital					
Village Hall Projects	9,905.00		4,916.67		4,988.33
Village Projects	6,630.00	1,234.73			7,864.73
Capital General	4,606.00				4,606.00
Village Entrances Project	1,234.73	-1,234.73			0.00
CIL Payment	4,529.08				4,529.08
Total Capital	26,904.81		4,916.67		21,988.14
Earmarked					
Operating Records	47,323.00	3,266.00			50,589.00
Operating Reserves  Election Fee	8,286.00	3,200.00			8,286.00
Neighbourhood Plan Review	12,000.00				12,000.00
Unallocated General Reserve	21,232.29	-21,232.29			0.00
Christmas Lights for the Bogbean	1,705.30	1,294.70	62.15		2,937.85
Village Hall Laptop	524.18	-524.18			0.00
Defibrillator Supplies	806.60	325	289.00		517.60
Christmas Lights Switch On event 2		-20.65			0.00
Village Hall Recharge 2023-2024	12,502.42				12,502.42
VH Recharges					0.00
Booth Bed Lane Playground Project	10,750.00				10,750.00
Village Hall Recharge 2024-2025	11,550.00	4,121.05			15,671.05
VH Energy Projects	10,000.00	14,552.42			24,552.42
VH Maintenance	6,771.14	1,139.19			7,910.33
VHPFF Approved Grant	10,000.00	-5,627.00	4,373.00		0.00
Advanced Events Deposits	-880.14		-927.00	-46.86	0.00
SID/SpeedWatch Reserve		4,345.31			4,345.31
Grant Funding		5,000.00			5,000.00
IT Equipment		2,000.00			2,000.00
VH Hall Floor Replacement		8,000.00			8,000.00
Total Earmarked	152,591.44	16,314.55	3,797.15	-46.86	165,061.98
TOTAL RESERVE	179,496.25	16,314.55	8,713.82	-46.86	187,050.12
	119,430.23	10,314.33	0,7 13.02	-40.00	
GENERAL FUND					12,831.23
TOTAL FUNDS					199,881.35