



Goostrey Parish Council

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 25th 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 document pack.**
8. **Main Hall:** To review and approve the quote for minor making good and repainting of the hall. **See document pack.**
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 document pack.**
10. **Caretaking & Cleaning:** To receive a report from VH Supervisors on bookings and caretaking arrangements. **See document pack.**
11. **Meeting Dates 2026:** To approve the calendar of Village Hall Management Committee meetings for 2026. **See document pack.**
12. **Health & Safety Risk Assessment:** To review the risk assessment in the light of any reported accidents. **See document pack.**
13. **Budget Review and Monitoring:** To review the budget and address any areas of concern. **See document pack.**
14. **Strategic Plan:** To review the Strategic Plan and update progress for Village Hall projects. [View Strategic Plan.](#)
15. **Review of the CCTV Policy:** To review and approve any amendments to the CCTV policy and to sign off the CCTV incident log. [View CCTV Policy.](#)

- 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 7th October to due to other Village Hall booking.
- 19. Minor Items and Items for the Next Meeting**
- 20. Date of Next Meeting:** Tuesday 7th October 2025 – Budget Meeting
Tuesday 2nd December 2025