



## Minutes of the Village Hall Management Committee Meeting on Tuesday 9<sup>th</sup> September 2025

**Present:** Cllr. N Beckham (NB) - Chairman, Cllr. A Freeman (AF) - Vice Chairman, Lyndsey Atkins (LA) – School and Jacqui Schurer-Lewis (JS-L) – School, Hannah Sterling (HS) – School, Edna Brandreth (EB) – VHPFF, Sally Ball (SB) - VHPFF

**In Attendance:** E Bambrook – Clerk, Yvonne Duke (YD) and Chris Duke (CD) - Village Hall Supervisors

1. **Apologies for Absence:** Martin Leake (VHPFF), Cllr. Jason Lynch
2. **Declarations of Interest:** There were no interests declared.
3. **Minutes:** The committee approved the minutes of the meeting held on 3<sup>rd</sup> June 2025 as a true and accurate record of the meeting.

***Resolved:** The minutes of the meeting on 3<sup>rd</sup> June 2025 were accepted as true and accurate record of the meeting.*

4. **Actions:**

- a) **Due Diligence for External Speakers** – The committee agreed that the terms and conditions for Village Hall bookings should be amended to include the council's expectation regarding use of the Village Hall and external speakers. This would be in terms of ensuring that the venue is not used by extremists or groups which may cause division within the community for example.
- b) **Promote the Village Hall Facebook page and the new groups using the Village Hall in the newsletters** - The Clerk has promoted the page via the Parish Magazine and the Council Newsletter.

5. **Village Hall Maintenance/Repairs:**

- a) **New Windows** – Minor making good following installation now complete.
- b) **Door Opening System** – PC upgrade complete and system working well.
- c) **Kitchen Catering Equipment Service** – Carried out on 25th June, no issues arising.
- d) **Vacuum Replacement** – SB confirmed that the vacuum is in working order. It was agreed that CD would arrange to visit SB to collect the vacuum in time for PAT testing in October.
- e) **Village Hall stop cock location** – John Worth has been contacted for information but the Clerk has not received a reply. JS-L will ask the caretakers where it is located, possibly in the boiler room on the infant site.
- f) **Maintenance/repair items and general issues from the school:**
  - i. **Fire Risk Assessment Date** – 1<sup>st</sup> September. It was agreed that the Clerk would be contacted when HSL monthly compliance testing is booked so that access to the Parish Office, which is kept locked, could be arranged. It was noted that this would likely be at short notice but it was hoped that this would prevent this area from being missed.

6. **Compliance Inspection Reports:** The school were informed that the council had agreed to contribute 25% towards the cost of the compliance inspection reports for this year. The committee accepts that although this is an additional cost to the council, the school currently pays in full for this service. There are benefits to the Parish Council for the school to continue

to engage and manage the process for these checks to be completed. The extra workload involved in the Parish Council carrying this out independently may prove to be more expensive in the long term. NB will support this approach through the budgeting process and will discuss this via the Finance Committee.

7. **LED Lighting:** The quotes to replace the remaining filament/fluorescent lighting in the Village Hall with modern, energy efficient lighting were reviewed and a quote 2 was selected. Landlord consent from CEC is awaited.

**Resolved:** *The committee approved Quote 2 from John Potts Electrical Contracts Ltd to install LED lighting in the Village Hall.*

8. **Main Hall:** The quote for minor making good and repainting of the main hall up to the picture rail and around the stage was approved. Landlord consent from CEC is awaited. The school agreed to cover 50% of the cost for repainting.

**Resolved:** *The committee approved the quote from Tony Taylor to repaint the main hall.*

9. **Hall Chair Store:** The quote for the repair and lining of the chair store was reviewed and approved. Landlord consent from CEC is awaited.

**Resolved:** *The committee approved the quote from CTS Systems Ltd to repair and line the chair store.*

10. **Caretaking and Cleaning:** The Village Hall Supervisors reported the following:

- Since June there have been 11 confirmed bookings 5 of which are new clients. Unfortunately, the new baby classes on Monday's ceased after only few weeks due to lack of clients. However, there has been an enquiry from an Adoption Social Worker looking for a location in Goostrey to host regular therapeutic parent/child play therapy groups in 2026. There have been 5 cycle events since June; a 6th cancelled as the unforeseen A556 road closure and a clash with Traction Engine Rally meant that their approved cycling routes were blocked but they have indicated they will return next year.
- Some public events have been advertised 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 events are the St. Luke's Manchester Jazz evening and also a new 'Ross's Rolls' Saturday morning event selling home baked produce, this was very successful with queues into the car park. This session has been booked on a monthly basis until the new year and possibly into 2026.
- COSHH, Manual Handling, & Working at Height training has now been completed, and a new Kick step (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 Served hatch mounting stop was found to be damaged and was taken home to repair and has been refitted.

**Issues:**

- The PCSO has not requested any sessions at the Village Hall since the end of last year.  
**Action:** The Clerk will contact the PCSO to enquire about beat surgeries.
- Now the new school caretaker is in post it would be useful to have a contact telephone number, in addition to an email address if possible, in case of emergencies or where the hall has not been cleared prior to a hire as requested.

**Action:** JS-L advised that the school caretakers' personal mobile numbers could not be provided and it was also noted that they are not 'on call' outside of their contracted working hours apart from for school alarm activations. JS-L confirmed that she would remind the caretakers to note the emailed requests from the Village Hall Supervisors to clear the hall. It was further confirmed that in the event of an emergency, the appropriate point of contact was JS-L.

- **After School Sports Provision:** It was confirmed by JS-L that the current village hall bookings from 2pm – 3.25pm every Tuesday and Friday during term time were no longer required. The Village Hall still has provisional bookings for Sports Coaching for the same dates from 3.15pm – 4.30pm. Despite requests for the company to confirm their bookings and provide a booking form, this has not been forthcoming. JS-L confirmed that she would also contact the company to remind them to do this. The Village Hall Supervisors confirmed that there have been enquiries from potential hirers about these times and that confirmation was urgently required.

- 11. Meeting Dates 2026:** The proposed dates for the Village Hall Management Committee meetings in 2026 were approved.
- 12. Health & Safety Risk Assessment:** It was confirmed that there had been no incidents or accidents reported since the last meeting. It was agreed that going forwards the Health and Safety item would read, "To review any accidents or incidents reported and to update the risk assessment as appropriate".
- 13. Budget Review and Monitoring:** The budget monitoring documents were reviewed and the comments in the report noted. The NB and the Clerk are currently working on the budget planning documents which will include a more detailed breakdown of the Maintenance and Supplies cost code as well as a multi-year strategy to review and plan for the maintenance repair and replacement of Village Hall assets.
- 14. Strategic Plan:** The committee were advised that the reserves allocated to the Village Hall cost centre have been updated to reflect the objectives within the Strategic Plan.
- 15. Review of the CCTV Policy:** The CCTV Policy was reviewed and approved without change. There had been no requests to view the CCTV images and the log was signed off by Cllr. Beckham.  
*Resolved: The committee resolved to approve the CCTV Policy without change.*
- 16. Village Hall Resilience:** The Village Hall Supervisors and the Clerk took some annual leave during August while the village hall was quiet. Both the Village Hall Supervisors and the Clerk will also take leave over the Christmas period.
- 17. Correspondence:** Nothing additional of note.
- 18. Budget Meeting:** In order to avoid excessive noise from another village hall event on the same evening, it was agreed that the start time for the next meeting would be moved from 7.30pm to 6.30pm.

**19. Minor Items and Items for the Next Meeting:** None

**20. Date of Next Meeting:** Tuesday 7th October 2025 – Budget Meeting  
Tuesday 2nd December 2025