



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING on WEDNESDAY 27th JUNE 2018 at 6.00pm in the VILLAGE HALL

Present: Cllr Godfrey (PG), S Ball, VHPFF (SB), T Collins, VHPFF (TC), E Brandreth, VHPFF (EB), L Atkins, School (LA), J Shurer-Lewis, School (JS-L) and S Jones, VH Manager (SJ)

1. ELECT A CHAIRMAN – Cllr Peter Godfrey was elected Chairman
2. ELECT A VICE CHAIRMAN – Cllr Cath McCubbin was elected Vice Chairman
3. DECLARATIONS OF INTEREST - None
4. APOLOGIES FOR ABSENCE – Cllr McCubbin.
5. MINUTES OF MEETING OF 1ST FEBRUARY 2018 – The minutes of the meeting of 1st February 2018 were accepted as a true record of the meeting.
6. ACTIONS FROM THE MEETING OF 1ST FEBRUARY 2018
 - a. Removal of dead leg piping – JSL awaiting a report from Worths as to when this might be done - **Completed**
 - b. New Yale lock for lounge kitchen rear door. Estimated cost £85 plus VAT. The Committee agreed to fit the same type of lock which has been fitted to the front door and to do away with the old Yale lock and the mortice lock. The cost will be £135 plus VAT including fitting and it will be keyed alike with the front door lock. **Action:** SJ to contact the locksmith to get the work done.
 - c. 5 year electrical inspection – Electrical Certificates for works – one certificate outstanding certificate from Knutsford Construction and two for the works carried out in the Lounge when the ceiling and lighting were replaced and the hearing loop installed. **Action:** Clerk to contact I Hales at CEC reg certificates – **Completed**
 - d. Clerk to place order for the work with Terry Dodds – after many issues the new panel is in place and working correctly - **Completed**
 - e. SJ to get quotes and samples of plain white crockery – Crockery purchased in March – **Completed**
7. VILLAGE HALL SECURITY & LIGHTING
 - Locking of VH Main door after sports on Fridays. **Action:** LA to arrange for the door to be locked after School Sports on a Friday.
8. CLEANING & CARETAKER ARRANGEMENTS – The morning Caretaker at the School has now left, however the afternoon Caretaker will be starting at 2pm from now until the end of term. JS-L asked that if we require him to carry out any work at the Village Hall that we make the request via her as he has a heavy workload and school work needs to be prioritised.
9. VILLAGE HALL MAINTENANCE/REPAIRS

- Results of the Asbestos Survey – JS-L indicated that there had been asbestos found in the packing between the blocks under the stage. This would need to be encapsulated to make it safe. She suggested that this was discussed at the Joint Use meeting with CEC in October 2018 (date to be changed as the agreed date no longer viable).
 - Annual cleaning and maintenance of Hall Floor – 22nd August 2018 has been booked with Ashley Flooring. A quote has been requested, with the inclusion of another coat of sealant for the stage.. **Action:** SJ to circulate quote when it arrives.
 - Works for the School to be carried out in the Summer Holidays – JS-L said that as a result of the 5 year electrical inspection a number of the distribution boards would need to be changed. This would require access to the hall and provisionally Potts have been asked to do this in the two weeks following 27th July, 2018. **Action:** JS-L to confirm when the work will be carried out and to inform SJ of the costs, which will be put onto the VH Recharge.
10. LATE PAYMENTS – Goostrey Thursday Bridge Club have been reminded to pay their Annual Booking Fee, SJ is awaiting payment.
11. COMMITTEE ROOM ALTERATIONS – SJ updated the Committee on the works in the Committee Room to accommodate the Goostrey Parish Archive. The room has been decorated and the additional electrical socket has been installed. The cabinets for the Archive are expected to arrive wc 2nd July, and the table and chairs will be ordered once the cabinets are in situ. We expect that the Archive will be moved to the Village Hall within the next month however dates have not yet been confirmed with all concerned.
12. ANY OTHER BUSINESS
- SJ & JS-L will be looking at suitable replacement tables and chairs for the Village Hall (Main Hall), to be submitted to the Capital Projects Working Party.
 - SB queried the number of Parish Councillors required to serve on the Village Hall Management Committee. She believed there needed to be 3 representatives from each of the organisations (School, VHPFF & Parish Council) and that there was a specific requirement that if there were no members from one organisation the meeting could not be quorate. **Action:** SJ to find out the requirements and report back to the Committee with a view to adding the information to the terms of reference for the VHMC in Standing Orders.
13. DATE OF NEXT MEETING – 25th September 2018.