



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING ON TUESDAY 27th NOVEMBER 2018 at 6.00PM

in the VILLAGE HALL, LOUNGE

Present: Cllr P Godfrey (PG)(Chairman), Miss L Atkins (LA), Mrs J Schurer-Lewis (JS-L), Mrs E Brandreth (EB) and Mr T Collins.

In attendance: Mrs S Jones, Clerk to the Parish Council & VH Manager

1. DECLARATIONS OF INTEREST – There were no declarations of interest.
2. APOLOGIES FOR ABSENCE – Apologies for absence were received from Mrs S Ball.
3. MINUTES OF MEETING OF 27TH JUNE 2018 – The Minutes of the meeting on 27th June 2018 were accepted as a true record of the meeting.
4. ACTIONS FROM THE MEETING OF 27TH JUNE 2018
 - a 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 – COMPLETED
 - b LA to arrange for the door to be locked after School Sports on a Friday – COMPLETED
 - c JS-L to confirm when the electrical work will be carried out and to inform SJ of the costs for the new boards, which will be put onto the VH Recharge. COMPLETED
 - d SJ to find out the requirements for representation of the Parish Council on the VHMC and report back to the Committee with a view to adding the information to the terms of reference for the VHMC in Standing Orders. COMPLETED – PG explained that the Parish Council had lost 3 members and that it was hoped that these positions would be filled by co-option.
5. VILLAGE HALL SECURITY & LIGHTING - SJ mentioned that there the main door to the Village Hall had been left unlocked after School Sports on Friday 16th November, but that it had been locked after School Sport the following Friday. **Action:** JS-L to remind the School Caretaker to check the door is locked after School Sports on a Friday morning.

JS-L reported that the yale lock on the School Kitchen external door had been replaced, however this does not affect the Village Hall as the door is always unlocked from the inside and a key for the yale lock is not required.
6. CLEANING & CARETAKER ARRANGEMENTS – SJ had reported previously to JS-L an issue regarding the state of the Hall floor after school lunches. JS-L had actioned this by asking the lunchtime staff to remove any wet food from the floor and spot mop if necessary. The School Caretaker would try to clean the floor on a Friday after Gymnastics so long as there were no bookings immediately after.

7. VILLAGE HALL MAINTENANCE/REPAIRS - JS-L reported that the encapsulation of the asbestos under the stage had been completed and funded by CEC.

Joint Use Meeting – PG said that he understood that this meeting was held in relation to projects rather than general maintenance. The only project currently is the replacement of the windows in the Hall and Lounge and CEC had sent a quote asking for the Parish Council to agree to pay 15% of the quoted price of £25,000 (which may change with a more detailed quote). PG asked the members of the committee if they were in favour of going ahead with this project.

Resolved: The VHMC approved the project to replace the windows in the Hall and Lounge.

Action: SJ to put this forward to the Parish Council at the Meeting on 11th December.

8. LATE PAYMENTS - Report on overdue payments – None.
9. COMMITTEE ROOM ALTERATIONS - Goostrey Village Archive – SJ reported that the Goostrey Village Archive had been moved into the Committee Room and was housed in secure cabinets. The room had been re-decorated and now had a round meeting table which has a flip top so it can be pushed to the side if more space is needed in the room. There were also 8 new comfortable meeting chairs. The Archive Group use the room on a Tuesday and Thursday morning.
10. CAPITAL PROJECTS – Bar Servery update, Stage Lighting, Tables & Chairs – SJ updated the Committee regarding the Capital Projects. At the request of the Capital Projects Working Party she had requested 3 companies provide ideas and quotes for a new bar servery. Sally Ball and Janet Ollier would meet in the New Year to provide a specification for the stage lighting, coloured spot lights and suggestions for mood lighting in the lounge and kitchen. SJ also mentioned the tables for the Village Hall, and that new versions of the current tables would not be any lighter and asked if the School would take a look at the tables in the Scout Hut & Youth Centre as they were the economy version GoPak tables, which were the same length but were narrower were lighter. **Action:** LA & JS-L to have a look at the tables and report back to SJ on their suitability for use in the Village Hall.

As a matter of safety we should consider discouraging the use of hirer's own lighting.

11. BUDGET 2019/20

- Review of proposed budget – SJ provided the Committee with copies of the Draft Budget put forward by the Finance Committee on 26th November, following the VHMC budget Meeting (copy attached). PG explained that the staff costs for the Village Hall had gone down. He also said that the Village Hall does operate at a loss which he hoped may be addressed to a degree by these savings. SJ explained that the final version of the Budget would be decided at the Parish Council Meeting on 11th December.
- Finance Committee Recommendations for price increases for room hire and caretaker services – PG presented copies of the current pricing for room hire and caretaker services and the increased figures which had been raised by 5%. It was decided that there was no need for a Non-Parish Caretaker services, but there should be separate Caretaker Services for the Lounge as an event using both rooms significantly increased the set up and take down time and the cleaning. Price increases would be applied from 1st April, 2019. **Action:** SJ to round the figures up or down to the nearest 50 pence, and to review the cost of caretaker services and caretaker services with cleaning in relation to the hourly rate of the Village Hall supervisor and to provide figures for the Lounge. The figures should be circulated to all members of the Committee before the next meeting. The Parish Council would need to approve the figures and they need to be notified to hirers as soon as possible.

LA asked if SJ could find out how many hours the School and PTA were entitled to use free of charge. **Action:** SJ to find out and inform LA.

12. ANY OTHER BUSINESS

- Friday bookings – The School's has a booking for gymnastics on a Friday afternoon from 3.30pm to 4.45pm. Before this booking was made the LA agreed to consider other bookings on a Friday. There had been an issue with the booking not being confirmed in September for the new school year and there was a clash with Goosfest bookings which resulted in a lot of rearrangement by the School in order to accommodate the Goosfest bookings. To avoid future issues, SJ asked LA how much notice was required in order for an alternative booking to be considered on a Friday (which would in general be a Rural Touring Theatre booking or a Goosfest booking as most private bookings would not need to be set up before 5pm). LA stated that she needed to know the term before the booking was required in order to consider allowing the alternative booking to take place. Additionally, Goosfest Friday dates needed to be notified to the School in July in order for LA to consider if it was possible to accommodate the request. SJ also confirmed that all communication should be via Village Hall staff. **Action:** SJ to communicate the timescale for alternative Friday bookings to the Rural Touring Theatre and Goosfest.

JS-L confirmed that the Tuesday booking for the School was from 2.00pm to 4.45pm.

- Village Hall Supervisor Vacancy – Update – PG reported that it was the intention to recruit a Village Hall Supervisor, and that the Parish Council intended to fill the role as soon as possible. JS-L suggested that if Asbestos and fire safety training was needed for the new employee she could arrange it.
- EB reported that a large 4x4 nearly ran into her car in the car park at school finish time a week or so before. LA said she would look into it. LA and JS-L also said they would like to join SpeedWatch.
- SJ asked the Committee if it would allow the Scouts to do a check on the Village Hall to see if it was dementia friendly. The Check would take place on Friday 30th November. This was approved by the Committee.

13. DATE OF NEXT MEETING – The next meeting will be on 8th January 2019.