



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING on TUESDAY 2nd APRIL 2018 at 6.00 – 7.00PM

in the VILLAGE HALL, LOUNGE

Present: Cllr P Godfrey (PG)(Chairman), Cllr D Roberts, S Ball(SB) (VHPFF), E Brandreth (EB)(VHPFF), T Collins (TC)(VHPFF), J Schurer-Lewis (JSL)(School), L Atkins (LA)(School)

In Attendance: J Keates (JK)(Village Hall Supervisor) and S Jones, Clerk to the Council

1. **DECLARATIONS OF INTEREST**- No declarations of interest were received.
2. **APOLOGIES FOR ABSENCE**- There were no apologies for absence recorded.
3. **MINUTES OF MEETING OF 8TH JANUARY 2019 – Resolved:** The Minutes of the Meeting on 8th January were Accepted as a true record of the meeting.
4. **ACTIONS FROM THE MEETING OF 8TH JANUARY 2019**
 - a. *SB agreed to look at the Gopak tables at the SHYC, and report back to the Clerk. **Completed – SB is satisfied that the tables are suitable for use in the Village Hall.***
5. **CLEANING & CARETAKER ARRANGEMENTS** – There were no significant items raised.
6. **VILLAGE HALL MAINTENANCE/REPAIRS** - JSL reported that the School Caretaker may be able to paint the part of the walls in the hall which is under the rail during the Easter Holidays.
7. **LATE PAYMENTS** - Report on overdue payments – The Clerk reported that there was one late payment, but that she had spoken to the hirer and they had given the wrong e-mail address and would arrange for the bill to be paid.
8. **NEW VILLAGE HALL SIGN** – The Clerk informed the Committee that the new sign would be installed week commencing 8th April 2019. The sign would be illuminated at night and controlled by a sensor so that the light comes on when it gets dark.
9. **VH REPORTS**
 - **Village Hall usage reports** – The Clerk presented the new usage reports which specific categories for the School and PTA in order to keep track of the number of free of charge hours used (the School and PTA are now sharing a total of 30 free hours in the hall, per year starting on 1st April each year. Usage of the lounge is no-longer included in the free hours).
 - **Report from Marketing Course** – The VH Supervisor, Janet Keates (JK) had attended a course to assist organisations market their assets. JK said the course had been very useful, with a lot of ideas put forward. One idea which she was keen to progress was the creation of a Facebook page for the Village Hall as it could be used to target hirers on social media. A proposal will be put forward to the next Village Hall Management Committee Meeting.
 - **Budget 2019/20** – The Clerk presented the budget for the year 1st April 2019 to 31st March 2020 to the Committee for information.
10. **CAPITAL PROJECTS** – Bar Servery update, Stage Lighting, Tables & Chairs
 - **Bar Servery Update** - PG reported that the Parish Council had approved expenditure up to £650 plus VAT to get a design for the bar servery drawn up, and plan of soft lighting for the lounge and kitchen which could then be used to obtain quotes for the works to be carried out.

- **Lighting** - SB confirmed that she had been working with Goosfest and the Rural Touring Theatre to come up with a plan for the new stage lighting. This would involve an additional lighting bar with controls to be installed towards the rear of the hall to enable performances to be set up anywhere in the hall and lit effectively. She also mentioned that these organisations would be willing to donate some funds towards this part of the project. Details to be confirmed to the Committee before the next meeting.
 - **Tables & Chairs** - PG suggested that the Clerk arranged a meeting of a sub group to progress this project. There was a choice of two heights of chair, a table and trolleys for the chairs and tables. The feasibility of storing the trolleys of chairs and tables in the cupboard needed to be investigated together with the practicality of the VH Supervisor, Hirers and Lunch Time Staff being able to handle the trolleys and the new furniture easily. PG stressed that this needed to be arranged as soon as possible. **Action:** Clerk to arrange a meeting with a supplier to progress.
11. **CONNECTED COMMUNITIES** – The Clerk reported that there was one new group interested in using the Lounge and which may be able to take advantage of the funding from Connected Communities. However, she was currently awaiting confirmation. Currently no other events had been arranged.
 12. **MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** - There were no items mentioned.
 13. **DATE OF NEXT MEETING** – 11th June was proposed as the next meeting date. **Action:** Clerk to check and confirm the date and time to Committee members.