



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE

### MINUTES OF THE MEETING ON TUESDAY 17<sup>th</sup> SEPTEMBER 2019

at 6.00 – 7.15PM in the VILLAGE HALL, COMMITTEE ROOM

**Present:** Cllr N Beckham (NB)(Chairman), Cllr J Sulej (JS), S Ball (VHPFF), E Brandreth (VHPFF), J Schurer-Lewis (JSL)(School), L Atkins (LA)(School), J Napier (JN)(School Board), J Keates (VH), S Jones (VH & PC)

1. DECLARATIONS OF INTEREST - There were no declarations of interest registered.
2. APOLOGIES FOR ABSENCE - Apologies for absence were received from Cllr D Roberts and T Collins.
3. MINUTES OF MEETING OF 18<sup>th</sup> JUNE 2019 - **Resolved:** *The minutes of the meeting on 18<sup>th</sup> June were accepted as a true record of the meeting.*
4. ACTIONS FROM THE MEETING OF 18<sup>th</sup> JUNE 2019
  - a. JS-L informed the Committee that there were new “Hot Working” (use of soldering irons, heat guns etc) regulations and a form similar to the asbestos form would need to be completed by any trades people or contractors carrying out this type of work. **Action:** JS-L to send details to the Clerk when they are available. **Completed**
  - b. Clerk to find a contact at Cheshire East to discuss the requirements for invoices to be provided with the Recharge Bill. JS-L provided a copy of the Electricity Invoices on this occasion. Clerk to raise long term provision of copy invoices with CEC.
  - c. Clerk to find a contact at Cheshire East to discuss the requirement for an update to the figure of £1353 to bring it in line with inflation. CEC has named Ian Hales as the contact. The Parish Council needs to decide how to proceed with the discussions.
  - d. Actual vs Budget for Quarter 1 - 2019/20 – **Action:** Clerk to add income from lettings to this report.
  - e. **Action:** Clerk to obtain feedback from existing Hall Master users and feedback to the Committee. Some online references obtained. Awaiting contact with current user of system
  - f. **Bar Servery design** – The Clerk provided the Committee with the initial designs. NB, SB, JK and the Clerk would meet with the designer to discuss and refine the design (as soon as possible). **Completed**
  - g. Clerk to obtain 2 further stage lighting quotes. **Completed**
  - h. **Action:** The Clerk and Chairman to reply to the e-mail from Goosfest Chairman. **Completed**
5. CLEANING & CARETAKER ARRANGEMENTS – JS-L commented that the midday staff were very pleased with the new chairs, tables and trollies.
6. VILLAGE HALL MAINTENANCE/REPAIRS
  - Hall Floor maintenance 2020/21 – The Clerk explained that following the issue with the floor seal disintegrating after it was re applied in 2018, the floor had been stripped and resealed. The contractors had informed the Clerk that the next time the floor was treated it would need to be stripped back to the wood completely and resealed. This would cost approximately £3,000 plus VAT. **Action:** Clerk to get a quote from another supplier before the budgets are set for 2020/21 and to advise the VHMC of the costs. Clerk also to ask advice on the best way to maintain the floor going forward (ie find out the life expectancy of the current floor so that a replacement can be budgeted for in the long term)
7. LATE PAYMENTS - Report on overdue payments – There were no late payments to report.

## 8. VH REPORTS

- a. Clerk and VH Supervisor to present updated reports on the usage and income of the Village Hall. – These reports were deferred to the next meeting when the new booking system would be in place and the reports would be easier to obtain.
- b. Actual vs Budget for Quarter 2 - 2019/20 – The Clerk advised the committee of the amount of income received year to date.
- c. Marketing Update – JK reported that all public events in the VH were being advertised on Facebook and a monthly events board outside the Village Hall. A number of new hirers have made bookings at the Village Hall over the summer.
- d. Online Booking System Trial – The Clerk reported that she and JK were inputting the existing bookings into the new system and that once it was up to date the new calendar would be published on the web site. Once the calendar is in place, they would use the system for a while before offering the ability for hirers to make their own bookings in the new system. This may require training for some hirers.

## 9. CAPITAL PROJECTS

- a. Bar Servery design & Quotations - The final design and samples board was reviewed. **Action:** Clerk to request a manual handle to open the roller shutter is added to the quote and the battery-operated mechanism removed. A control panel for the shutter needs to be available in the kitchen and in the lounge. Clerk also to check if there are any warmer colour options for the flooring. The project with all 3 quotes is to be put forward to the Finance Committee on 10<sup>th</sup> October.
- b. LED Lighting for Main Hall – The Clerk indicated that the Parish Council was keen to upgrade the ceiling lighting in the main hall to LED panels. **Action:** Clerk to obtain a quote for the works from Potts and report back to the committee.
- c. Lounge, kitchen and hall – soft lighting scheme – The committee reviewed the quote from Potts. It was decided that the Bar Servery lighting would be part of the bar servery project and that only two spotlights near the windows would be required in the Kitchen. Alternative track lights need to be specified as the lights in the quote are not suitable. **Action:** Clerk to obtain a revised quote and obtain permission for maximum spend from the Finance Committee and Parish Council whilst other quotes are obtained.

10. CORRESPONDENCE – to consider correspondence received. No correspondence had been received.

## 11. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING

- Border at front of Village Hall - The Clerk suggested that the border to the front of the Village Hall is unkempt and the shrubs too large. She suggested the committee consider grassing the area with a path in front of the windows on which planters could be placed. **Action:** Clerk to obtain quotes for the work and report back to the VHMC.

12. DATE OF NEXT MEETING – To be decided (November).