



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING ON TUESDAY 7th JANUARY 2020 at 6.00pm – 7.15PM

in the VILLAGE HALL, LOUNGE

Present: Cllr N Beckham (NB)(Chairman), Cllr D Roberts (DR)(Vice-Chairman), Cllr J Sulej (JS), S Ball (VHPFF), E Brandreth (VHPFF), T Collins (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 not declarations of interests.
2. **APOLOGIES FOR ABSENCE** – There were no apologies for absence.
3. **MINUTES OF MEETING OF 17th SEPTEMBER & 11th NOVEMBER 2019** – – **Resolved:** *The minutes of the meeting of 17th September & 11th November 2019 were accepted as true records of the meetings.*
4. **ACTIONS FROM THE MEETING OF 11th NOVEMBER 2019** – There were no actions from this meeting which were not included in items on the agenda for the meeting on 7th January 2020.
5. **CLEANING & CARETAKER ARRANGEMENTS** - JK reported to the VHMC that the new “Henry” vacuum cleaner was proving very effective.
6. **VILLAGE HALL MAINTENANCE/REPAIRS**
 - Consider additional handrail for steps to stage (also to consider if both hand rails can be removable so that stairs can be turned around for December) – SJ reported that following comments that for safety reasons there should be a handrail on both sides of the stairs leading to the stage she had obtained a quote for a new handrail of £80.00. This would also include ensuring that the both the existing and new rails could be removed to enable the stairs to be pushed under the stage if necessary – **Resolved:** *The Committee resolved to accept the quote of £80.00 for the works to add a new handrail to the steps and to make both handrails removable.*
 - Curtains and Carpets – **Action:** SJ & JK to obtain 3 quotes for cleaning the curtains and carpets for the Committee to review.
 - Lost blind in the hall – SJ reported that the blind had been found.
 - Storage in Committee Room – SJ had received a quote for £180.00 to build a cupboard under the bench in the Committee Room to accommodate the additional archive materials as an interim measure, while other options are investigated. **Resolved:** *The Committee agreed to accept the quote of £180.00 for the works to create a cupboard in the Committee Room.*
7. **LATE PAYMENTS** - Report on overdue payments – SJ reported that there had been some late payments, but they seem to have been due to an issue with the invoice system not sending out the emails for one batch of invoices in early December. SJ was looking into the problem with Kashflow.
8. **VH REPORTS**
 - a. **Clerk and VH Supervisor to present updated reports on the usage and income of the Village Hall** – SJ reported that she had reviewed the reports in the new Booking System and that she would provide samples at the next meeting. SJ asked if the reports could show a bar chart instead of a pie chart. **Action:** SJ to ask HallMaster if this is possible.
 - b. **Actual vs Budget for Quarter 3 - 2019/20** – SJ presented the Actual vs Budget report for 7th January 2020 to the Committee. This shows that there was no spending over budget, and it is likely that the Village Hall would be significantly under budget by the end of 2019/20.

- c. **Increase to Hire Fees from 1st April 2020**- SJ presented the new hire fees which represented an increase of 1.8% (rate of inflation) over the fees for 2019/20. The new fees would take effect on 1st April 2020 (see Appendix for a list of the increased charges from 1st April 2020).
- d. **Marketing Update** – JK reported that she now had over 30 followers on the Village Hall Facebook page and was posting items on there on most days. SJ requested that an advert was placed in the Village Magazine for February 2020 to advertise the Village Hall. The cost would be £40.+ VAT Max. **Resolved:** *The Committee approved the expenditure on of £40 + VAT for the advert in the Villages Magazine.*
- e. **Online Booking System Trial – Update** – SJ and JK reported that they had transferred almost all of the bookings from the existing google calendar into HallMaster. SB had tested the booking system and found it to be easy to use. Hirers would need a unique e-mail address to create a new id for the system.

SJ proposed that the new calendar in HallMaster goes live wc 13th January 2020, this would allow people to view the bookings made and see where there were free slots for bookings. After 6 weeks users would be invited to make their own bookings if they wished to do so. All bookings would be approved by JK before being confirmed.

Training sessions would be made available to local organisations who feel they need help to make and manage their own bookings.

9. CAPITAL PROJECTS

- a. **Bar Servery** – Selection of Contractor for works including reference. SJ reported that an excellent reference had been received from customer of the preferred supplier. **Resolved:** *The Committee resolved to approve Clarke Gough as supplier for the new Bar Servery project at a cost of £11,915 plus VAT and the cost of disposal of the asbestos and the licence to carry out the works. Total project spend not to exceed £15,000.00 plus VAT.*
 - b. **LED Lighting for Main Hall** - Selection of Contractor for works - – **Resolved:** *The Committee agreed to engage KDE Ltd to install the lights in the Hall. The works need to be completed before June 2020 in order to be included in the Fire Risk Assessment for 2020.*
 - c. **Lounge, kitchen and hall – Soft lighting scheme** – Selection of Contractor for works – **Action:** Clerk to ask Clarke Gough for a quote for this lighting and to report back to the VHMC.
10. **VE 75th Anniversary Event** - Cllr Beckham explained that the Clerk would contact all the people who had shown interest in taking part in a VE day 75 year Anniversary Event to ask for details of events they want to hold themselves or if they wish to work with the Parish Council on an event at the Village Hall. The aim would be to advertise all events and to ensure the event at the Village Hall does not clash with any other village event. A meeting with all interested parties was planned for early February 2020.
- SJ asked LA if the School would like to run an art competition with the entries to be exhibited at the VE day 75th Anniversary Event? LA said she would let SJ know once she had discussed the matter with colleagues.
11. **CORRESPONDENCE** – to consider correspondence received. No correspondence had been received.
12. **MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** - SJ asked if the Committee would consider charging the local rate for a children’s as JK had been approached for a regular booking. **Resolved:** *The Committee agreed to allow the local rate to be charged for this children’s club for a regular booking.*
13. **DATE OF NEXT MEETING** – 31st March 2020.

APPENDIX

VILLAGE HALL CHARGES REVIEW - effective from 1st April 2020

Room	Daytime 8am to 7.00pm				Evening 7.00pm to Midnight			
	Parish		Non Parish		Parish		Non Parish	
	current	new	current	new	current	new	current	new
Hall	£8.00	£8.14	£12.50	£12.74	£11.50	£11.71	£17.50	£17.80
Bar Servery Kitchen	No Charge -----		No Charge -----		No Charge -----		No Charge -----	
Lounge	£7.00	£7.12	£9.00	£9.16	£9.00	£9.16	£12.50	£12.74
Committee Room	£6.00	£6.12	£7.50	£7.64	£6.00	£6.12	£7.50	£7.64
School Kitchen*	£50.00	-	£75.00	-	£50.00	-	£75.00	-

* For hire to professional Caterers Only, Rose day rate £25.00

Supervisor rate of Pay is £9.62 per hour

	Current	New	Actual
Hall			
Caretaker Services 1.5 hrs	£17.50	£17.80	£17.82
Full Caretaker Services - 2 hrs	£23.00	£23.40	£23.41
Lounge			
Caretaker Services - 20 minutes	£5.00	£5.10	£5.09
Full Caretaker Services - 40 mins	£10.00	£10.20	£10.18
Caretaker Services Loung & Hall	£21.50	£21.90	£21.89
Full Caretaker Services Lounge & Hall	£31.00	£31.50	£31.56

Charging is to be to the next half hour eg 8.30am to 9.45am would be charged at 1.5 hours