



Goostrey Parish Council

VILLAGE HALL MANAGEMENT COMMITTEE

MINUTES of the MEETING ON WEDNESDAY 8th JULY 2020 at 7.00 PM

Held via VIDEO CONFERENCE

Present: Cllr N Beckham (NB)(Chairman), Cllr D Roberts (DR)(Vice-Chairman), Cllr J Sulej (JS), Sally Ball (SB)(VHPFF) & Edna Brandreth (EB)(VHPFF)

In Attendance: Sharon Jones, Clerk to Goostrey Parish Council

1. **DECLARATIONS OF INTEREST** – No declaration of interest were made.
2. **APOLOGIES FOR ABSENCE** – There were no apologies for absence. School representatives did not feel it was necessary for them to attend the meeting.
3. **VH REPORTS**
 - a. **Actual vs Budget for Quarter 1 – 2020/21** – The Clerk presented the first quarter report. It was noted that there was no income from Village Hall lettings in the report other than hire charges invoiced in the period from 1st January 2020 to 31st March 2020 which were received in the first quarter of the year 2020/21. Cleaning costs for CTS services have been paid out of the maintenance budget.
4. **RE-OPENING OF THE VILLAGE HALL** – To discuss the feasibility of re-opening the Village Hall
Cllr Beckham opened the discussion by explaining that any decision made at the meeting would need to be taken to the Parish Council. Prior to that we would also need to inform the School.
He went on to say that although documentation had been received from ACRE on the processes, risk assessments, surveys etc needed to re-open the Village Hall, nothing had been received as yet from Cheshire East Council.

Costs of Re-Opening

Following advice from the Clerk, Cllr Beckham reported that because of the amount of work involved in preparing to re-open the Village Hall it would be necessary to recruit the New Supervisor, at least 4 weeks prior to re-opening. The new member of staff would need to be trained by the Clerk (attendance as external courses would also be necessary) and then work with the Clerk and the members of the VHMC to put the relevant procedures and risk assessments in place for the building to re-open safely.

Rough estimates of the costs involved in re-opening the Village Hall are listed in the spreadsheet in the appendix. These costs also include ball park figures for the revenue that could be received from the bookings received for the current year if they take place.

Demand from Hirers

A number of hirers have been contacted to see when they might want to return to hiring the Village Hall given the current social distancing restrictions. The responses range from September 2020 to January 2021. It is envisaged that hirers opinions on returning will change over time but there is also the risk of a spike in COVID-19 cases in the autumn.

Need to carry out the survey in the ACRE pack to more accurately assess the demand.

Other Venues

Village - The VHPFF is not accepting any bookings and there are no plans to accept bookings for the foreseeable future.

The Scout Hut and Youth Facility is only open for the pre School and the Methodist Church does not anticipate opening in September.

Neighbouring Villages - Clerk had spoken to Cranage and Byley Village Hall. Neither have opened as yet but there is little demand from hirers at present.

Concern that hirers may start using halls in neighbouring villages and not come back to the Village Hall.

Proposal for Re-Opening

The members of the Committee felt that at present they did not feel the Village Hall should be opened before January 2021.

Not opening until January would give us time to look at what the Supervisor job would involve going forward and contact the people who applied to see if they are still interested and if they are not to re-advertise. We could also benefit from the experiences of Halls which opened earlier.

However, as the COVID-19 situation is constantly changing and if circumstances change significantly, the situation could be reviewed to see if the re-opening date could be brought forward.

5. **BORDER AT THE FRONT OF THE VILLAGE HALL** - To discuss plans to improve the appearance of the front of the Village Hall

To improve the appearance of the front of the building it has been proposed to remove all of the existing planting, rotovate the border and the replant with a mixture of core planting, insect friendly plants and colourful plant (possibly changed twice yearly).

This could be a community project, where we specify the planting and then local groups can sponsor a plant. The Parish Council could be asked to provide the colourful plants on a seasonal basis.

Currently we have asked for 3 quotes to clear the border. So far, we have received one quote for £100, to clear the border and rotovate it over the summer months.

Resolved: *The VHMC resolved to accept the quote for £100 from CTS Services to clear the border of all plants and to rotovate the ground during the summer.*

Action: Clerk to talk to a plant expert about the type of plants and planting we need and then try to get the plants sponsored. Clerk and NB to put together a project plan for the planting.

6. **CORRESPONDENCE** – No correspondence received.

7. **MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** – There were no items raised.

8. **DATE OF NEXT MEETING** – **Action:** Clerk to provide dates for a VHMC meeting in late September or early October to be combined with the Budget meeting.

APPENDIX

Village Hall - Budget vs Actuals Quarter 1 2020-21

RECEIPTS	Actual Q1 2019/20	Actual Q1 2020/21	Budget 2020/21	% Budget
Adjustment				
4405 Precept Payment	£22,006.00	£22,006.00	£44,012.00	50.00%
Village Hall Lettings	£8,275.24	£1,529.42	£20,000.00	7.65%
4006 Performing Rights Recharge	£30.83	£15.30	£225.00	6.80%
4450 Bank interest	£0.00	£155.02	£800.00	19.38%
4407 Lunch Ticket Sales	£0.00	£0.00	£750.00	0.00%
4475 Exceptional income	£0.00	£0.00	£0.00	0.00%
TOTAL RECEIPTS	£30,312.07	£23,705.74	£65,787.00	46.08%
Village Hall	Actual Q1 2019/20	Actual Q1 2020/21	Budget 2020/21	% Budget
VH Expenses				
5004 VH Improvements	£139.39	£28.00	£1,500.00	1.87%
5005 VH Recharge	£0.00	£0.00	£13,000.00	0.00%
5006 VH Performing Rights	£0.00	£0.00	£225.00	0.00%
5008 VH General Maintenance	£214.12	£268.32	£1,500.00	17.89%
5007 VH School Kitchen Hire fee	£44.00	£0.00	£125.00	0.00%
Entertainment Budget	-	£0.00	£500.00	0.00%
TOTAL VH Expenses	£397.51	£296.32	£16,850.00	1.76%
VH Salary & Expenses				
7001 VH Supervisor Salary	£824.40	£95.05	£6,000.00	1.58%
7010 Staff Expenses	£115.84	£9.96	£200.00	4.98%
7012 Caretaker Services Pay	£748.87	£0.00	£1,500.00	0.00%
7005 VH Clerk Salary (£12.39 per hr)	£496.12	£297.36	£1,218.00	24.41%
7002 VH Cleaner Salary (at £10.00 hr)	£566.43	£0.00	£3,132.00	0.00%
TOTAL VH Salary & Expenses	£2,751.66	£402.37	£12,050.00	3.34%
TOTAL Village Hall	£3,149.17	£698.69	£28,900.00	10.90%

Move to reserves and review budget for next ye

VH Cleaning costs

saving of £1,404.95

mobile phone

Inserted budget figure(not previously included)

saving of £783.00

increased budget by £1500

Estimated Value of Bookings in HallMaster

Month	Value
September 2020	£881.13
October 2020	£1,978.00 incl Goosfest
November 2020	£1,074.80

Without School Sports & Goosfest

September 2020	£747.57
October 2020	£979.00
November 2020	£941.35

Without School Sports & Goosfest, Art, & Bridge

September 2020	£571.57
October 2020	£803.00
November 2020	£765.35

Without School Sports & Goosfest, Art, Bridge, WI's & Flower Club

September 2020	£397.76
October 2020	£629.19
November 2020	£591.54

Estimated Return of Groups who Book the Village Hall

Jodrell Side WI	Sep-20
Goostrey WI	Jan-21
Flower Club	Jan-21
Royal British Legion	Sep-20
Gentleman's Lunch	September / October 2020
Goostrey & Holmes Chapel Art Club	When social distancing relaxed??

Estimated cost of Hygiene Equipment/Materials		Price ex VAT	
3x hand sanitiser stations	one off	£540.00	
Fogger machine	one off	£600.00	
Fogger liquid	per use	£10.00	£5.00
Bleach	per month	£10.00	
Wipes	per month	£24.00	
Disinfectant	per month	£4.00	
Paper towel rolls	per month	£10.00	

Estimated Number of Cleaning Hours per booking Manu cost

Lounge	0.5	£5.00
Hall	1	£10.00

Estimated hours for cleaning using fogger hrs (plus PPE for Supervisor and cleaning solution)

Lounge	0.25	£2.50
Hall	0.5	£5.00