



# Goostrey Parish Council

**VILLAGE HALL MANAGEMENT COMMITTEE**  
**MEETING ON TUESDAY 6<sup>th</sup> OCTOBER 2020 at 7.30 PM**  
**Via VIDEO CONFERENCE**

## AGENDA

1. DECLARATIONS OF INTEREST
2. APOLOGIES FOR ABSENCE
3. MINUTES – To approve the minutes of the meeting on 8th July and 15<sup>th</sup> September 2020.
4. ANNUAL PLAN - To consider the ideas list attached and to form a Plan for the Village Hall Management Committee activities (see appendix).
5. BUDGET
  - i. Review the Actual vs Budget for the 2<sup>nd</sup> Quarter 2020/21 (report attached)
  - ii. To form a budget proposal for the Village Hall for 2021/22 (3 year budget report attached & list of items to consider in the appendix)
6. CORRESPONDENCE
7. MINOR ITEMS AND ITEMS FOR THE NEXT MEETING
8. DATE OF NEXT MEETING – 3<sup>rd</sup> November 2020.

If you need assistance with the Zoom meeting please phone the Clerk between 1pm and 4pm on Monday 5<sup>th</sup> October 2020.

### Join Zoom Meeting

<https://us02web.zoom.us/j/81341280753?pwd=c2dOcGhSU3JyVUVld0pzc3FYenpidz09>

Meeting ID: 813 4128 0753

Passcode: 558915

### Dial by your location

+44 131 460 1196 United Kingdom  
+44 203 051 2874 United Kingdom  
+44 203 481 5237 United Kingdom  
+44 203 481 5240 United Kingdom  
+44 203 901 7895 United Kingdom

Find your local number: <https://us02web.zoom.us/u/ksPsqvJvM>

## **Appendix**

### **4. Annual Plan**

To agree the list of activities, list committee members to lead each activity and timescales for completion of each activity.

- Create a recovery plan for letting the village hall including managing Covid-19 situation. Liaise with other village letting facilities to manage over/under capacity across the village.
- Recruit new Village Hall supervisor at the appropriate time.
- Actively promote availability of the village hall to increase revenue and maximise local social benefits.
- Village Hall fully operating with improved methods and processes for maximising use for income and social benefit.
- Roll out the on-line booking system.
- Resolve maintenance charge calculation with CEC.
- Create a longer-term business plan for village hall

### **5. Budget**

Items to be considered for next year's budget were put forward by members of the committee and include:

- Refurbishment of the Hall Floor
- Planned Maintenance – 6 monthly cleaning of the Lounge Carpet and Curtains and chairs
- Replacement Loft Ladder for reasons of Health and Safety
- Contribution to repainting of the Hall Walls (under the “crash barrier”)