



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE MEETING MINUTES of the MEETING on TUESDAY 9<sup>th</sup> MARCH 2021 at 6.00 PM Via VIDEO CONFERENCE

**Present:** Cllr Beckham(NB)(Chairman), Cllr Roberts (DR)(Vice-Chairman), Cllr Sulej (JS), Sally Ball (SB)(VHPFF), Lyndsey Atkins (LA)(School), Jacqui Schurer-Lewis (JS-L)(School), Kevin Few(KF)(School Governors)

**In Attendance:** Sharon Jones, Clerk to the Council

1. **DECLARATIONS OF INTEREST** - There were no interests declared.
2. **APOLOGIES FOR ABSENCE** – Apologies for absence were received from Terry Collins.
3. **MINUTES** – To approve the minutes of the meeting on 3<sup>rd</sup> November 2020. **Resolved:** *The Minutes of the Meeting on 3<sup>rd</sup> November 2020 were accepted as a true record of the meeting.*
4. **RECHARGE**
  - i. Request all charges made against the Recharge for 2019/20 on behalf of the Parish Council (including associated invoices) (excluding electricity and oil invoices which have already been provided by JSL).  
Waste, hygiene, emergency lighting testing etc  
**Resolved:** *JS-L agreed to send copies of any invoices which the School has submitted to CEC which are included in the recharge to the Clerk by 19<sup>th</sup> March 2021.*
  - ii. Details of charges made to the Recharge Account for 2020/21 on behalf of the Parish Council.  
**Resolved:** *JS-L agreed to send copies of any invoices which the School has submitted to CEC which are included in the recharge to the Clerk by 19<sup>th</sup> March 2021, excluding electricity invoices which are sent direct to CEC.*  
Currently JS-L is unable to produce the Budget vs Actual report on a monthly basis, because CEC has implemented a new accounts system. She will update the Clerk when these can be provided after training on 11<sup>th</sup> March.  
JS-L informed the meeting that the percentages applied to the electricity charges were made directly by CEC, however, the School did calculate the percentages on the heating oil.  
**Action:** Clerk to contact CEC to ask for the percentage of the Electricity bills charged to the Parish Council to be reduced significantly whilst the Village Hall has been closed.
5. **VILLAGE HALL MAINTENANCE/REPAIRS** - estimated expenditure to the end of March 2021.  
JS-L reported that the fee for the cyclical maintenance would be applied to the recharge. She said that the only area of concern on the Asbestos Risk Management report was in the Boiler House and she was awaiting quotes for the remedial works. This will need to be completed by a specialist asbestos removal contractor.
6. **CARETAKING & CLEANING** – To consider what action should be taken regarding vehicles being parked in the Car Park.

The Clerk reported that she had placed a polite notice on the white van currently being parked in the Car Park during the day and overnight, some 3 weeks ago and the van was still being parked in the Car Park.

**Action:** Clerk to contact the PCSO for advice regarding local residents' vehicles being parked in the Village Hall car park, in the day and overnight.

**Action:** Clerk to contact the housing association again regarding the gateway.

## 7. RE-OPENING OF THE VILLAGE HALL

- i. To discuss the feasibility of re-opening the Village Hall (see report on page A1 )

**Resolved:** *The Committee accepted the updated plan to re-open the Village Hall with a re-opening date no earlier than 21<sup>st</sup> June 2021. This date is subject to Government Guidelines at that time.*

- ii. Consider extending the School's use of the Hall whilst the Village Hall is closed to May Half Term (with the exception of 6<sup>th</sup> May, for the elections, and if the Hall is required for Parish Council Meetings from 7<sup>th</sup> May onwards (one week's notice to be given).

**Resolved:** *The Committee resolved to extend the School's use of the Hall whilst the Village hall is closed until the May Half Term holidays (with the exception of the 6<sup>th</sup> May, for the elections and if the Hall is required for Parish Council Meetings from 7<sup>th</sup> May onwards, for which one week's notice will be given).*

- iii. Confirmation of COVID cleaning supplies, sanitizer & dispensers, PPE etc being purchased by the end of 2020 (see report on page A4)

**Resolved:** *The Committee accepted the list of items to be purchased.*

**Action:** Clerk to order some heavy-duty rubber gloves.

- iv. Arrangements for the Police and Crime Commissioner Elections on 6<sup>th</sup> May 2020 – Request for details of the School's Cleaning regime to ensure the hall is handed back to the School ready for use.

**Action:** JS-L to provide the current risk assessment and cleaning schedule for the School.

**Action:** Clerk to confirm to the School if the emergency exit will be used on 6<sup>th</sup> May.

## 8. VILLAGE HALL SUPERVISOR RECRUITMENT – To discuss the possibility of recruiting the new Supervisor in May 2021 (see report on page A1)

**Resolved:** *The Committee resolved to recruit the Village Hall Supervisor in May, with a start date of 1<sup>st</sup> June 2021. The supervisor would be on a variable hours contract with a minimum of 5 hours and a maximum of 20 hours, with a 6 months probationary period.*

A 3 month rolling contract was discussed for the first year so that the hours can be regularly reviewed. However, this needs to be discussed with the Staff Committee.

## 9. BORDER – To approve the planting scheme and path costs (see report on page A5)

The Clerk reported that £65 had already been pledged by local residents and groups towards the Village Hall Planting project. Further donations may be forthcoming.

**Resolved:** *The Committee resolved to approve the purchase of shrubs (25), plants (300) and planting to a value of £410 + VAT and for the installation of a path along the front of the lounge of £494 + VAT.*

## 10. NOTICE BOARD – To consider purchasing a notice board to be installed on the wall of the building to the left of the main entrance on the other side of the windows.

**Resolved:** *The Committee resolved that it would support the proposed purchase of a new Parish Council notice board (to be funded by the Parish Council) to be affixed to the wall at the front of the Village Hall.*

## 11. CORRESPONDENCE

- A local cycle club which is a regular hirer of the hall has requested the use of the Car Park for a cycle event on 1<sup>st</sup> May 2021 if the Village Hall is not open.

**Resolved:** *The Committee resolved to allow the cycle club to use the Car Park on 1<sup>st</sup> May subject to conditions to be defined by the Clerk.*

**Action:** Clerk to notify the cycle club that they will be allowed to use the car park, but there would be no access to the Village Hall. The Clerk will refer the hirer to the VHPFF if they do not want to use the Car Park.

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

SB asked if the Committee could look at the recharge split for the year ending March 2021, keeping in mind the Village Hall has been closed at the next meeting. The split of the charges for the recharge for the heating oil and electricity should be revisited.

JS-L informed the committee that the School was paying the full amount for the ASH waste contract for the last few months whilst the Village Hall has been closed.

JS-L confirmed that the water is metered, and the fuel oil in accordance with the Joint Use Agreement. CEC allocates the charges for electricity bills in accordance with the Joint Use Agreement.

## 13. DATE OF NEXT MEETING – The next meeting will be on 4<sup>th</sup> May 2021

Copies of minutes of the previous meeting are on our website at <https://Goostrey.info> in the Document section.

## APPENDIX

### 7. RE-OPENING OF THE VILLAGE HALL

#### i) RE-OPENING THE VILLAGE HALL SUMMARY REPORT

There are a lot of considerations to be made before a date can be decided to re-open the Village Hall. A project plan for the re-opening is attached. This is an updated version of the plan issued last year and has been reduced to 8 weeks as a significant amount of the documentation will be in place during April 2021.

At present the situation will change depending on the status of the virus leading up to each step in the 4 stage plan, and that although the estimated re-opening at present is likely to be after 21<sup>st</sup> June 2021, this will be reviewed with every update to the Government's 4 stage plan. Some community buildings will re-open in May but they will need to adhere to social distancing and also restricted activities which adds complexity for staff and hirers.

The draft plan to re-open the Village Hall has been updated and it is estimated the time to complete the work from the point that the Parish Council makes a decision to re-open, is 8 weeks including the recruitment of the new Village Hall Supervisor.

In addition to taking note of the Government Guidelines we need to reach out again to our regular Hirers to find out when they would like to return to holding events at the Village Hall.

The feedback received from the hirers can be used to estimate how much the burden to the Parish Council would be to re-open compared with the revenue to be received from hirers. At this point an extraordinary meeting of the VHMC would be called and if the members of the VHMC felt that the Village Hall should re-open this would lead to an extraordinary meeting of the Parish Council being called. If a positive decision is made by the council the date for re-opening the Village Hall could be set 8 weeks after the date of the decision. In the current climate it would be advisable for the decision to be taken at the Parish Council Meeting in April, because we are as yet, unsure if remote meetings will continue past 6<sup>th</sup> May 2021.

**Motion:** The Village Hall Management Committee resolves to start consulting with hirers regarding the re-opening of the Village Hall and to keep the date of re-opening under review until such time as the VHMC make a recommendation to the Parish Council to re-open the Village Hall.

**Motion:** The Village Hall Management Committee resolves to allow the School to use the Hall (as previously outlined) until the beginning of May Half Term Holiday 2021, with the exception of 6<sup>th</sup> May for the elections and that it can be used by the Parish Council subject to 1 weeks' notice, during the hours laid out in the Joint Use Agreement.

Draft Plan to re-open the Village Hall - time estimated to complete is 8 weeks from decision to re-open made by Parish Council - decision needs to be made at April PC meeting

	Section/C	Notes	Parent Task	Priority
Costings to open Village Hall - estimated	Complete	Estimate cost of re-opening the village hall, including staff, equipment and consumable costs.		High
Engagement with Hirers - this should be repeated based on an estimated re-opening date of 21st June or later - Suggest doing this in April	To do	Communicate with regular hirers to establish when they wish to return to the village hall and what activities they will want to carry out and the numbers of people who will attend the events		High
Customise the ACRE sample communication and send to hirers, with copies of risk assessment and contract		Send updated documents	Engagement with Hirers	
Arrange a Zoom meeting for all hirers to attend to discuss current guidance for re-opening, terms and conditions etc			Engagement with Hirers	
Hold Zoom Meeting			Engagement with Hirers	
Use Feedback from Zoom Meeting and replies from hirers to estimate demand to open			Engagement with Hirers	
Information gathering	Doing	Gather all relevant government and section information to support the re-opening of the Village Hall		High
Training Courses			Information gathering	
Familiarisation with ACRE documentation			Information gathering	
HSE Documentation			Information gathering	
Contact Halls already open and obtain Feedback			Information gathering	
Contact Local Halls to find out when they are planning to re-open			Information gathering	
Consult all parties prior to finalising plan	To do	VHMC members including School to be consulted.		Medium
Parish Council Approval to start the Process to Re-open the Village Hall	To do	Parish Council must approve costs and date to re-open		Medium
Parish Council approval to recruit VH Supervisor	To do	Request PC delegate to Staff Committee + key members of VHMC		High
Recruit Village Hall Supervisor	To do	Re-specify the role of VH Supervisor and recruit a person or persons to the role. This person needs to be in place at least 4 weeks prior to the opening date of the Village Hall. Estimated date to advertise, 3rd May 2021		High
Investigate if a variable contract can be used to employ the new employee		Check ACAS rules	Recruit Village Hall Supervisor	

Estimate the number of hours required for the role and the split between cleaning, booking and cartaking		Start at 5 hours, increasing to 16 or more hours dependent on cleaning requirements for COVID-19	Recruit Village Hall Supervisor
Contact candidates listed for interview last year by mid April		by 12th April	Recruit Village Hall Supervisor
Re-advertise the position		wc 3rd May	Recruit Village Hall Supervisor
Schedule interviews		wc 10th May & 17th May 2021. To be conducted by two members of the Staff Committee plus, NB and IO'D.	Recruit Village Hall Supervisor
Purchase COVID Equipment/supplies	Doing	Make a list of all the equipment and supplies required and request permission to purchase	Low
Finalise opening arrangements for opening	To do	Re check all documentation against Government Guidance at the time of re-opening	Medium
Train Village Hall Supervisor	To do		Medium
Induction training			Train Village Hall Supervisor
Door Entry System			Train Village Hall Supervisor
Booking System			Train Village Hall Supervisor
Hire's, room layouts, caretaker services			Train Village Hall Supervisor
Cleaning - General			Train Village Hall Supervisor
Cleaning - COVID 19			Train Village Hall Supervisor
COVID 19 Risk Assessments	To do		Medium
Review and customise Hall Risk Assessment provided by ACRE	Doing		COVID 19 Risk Assessments
Review and customise Hirer Risk Assessment provided by ACRE	Doing		COVID 19 Risk Assessments
Review and customise Hirer Contract provided by ACRE	Doing		COVID 19 Risk Assessments
Create Cleaning and Hygiene Plan for Village Hall	Doing		COVID 19 Risk Assessments
Put up posters re hand washing, social distancing, sanitising etc	To do		COVID 19 Risk Assessments

Re-open - Current estimated date after 21st June 2021

**iii) List of Covid supplies to be purchased**

The following items will be sourced via the Trading Post at cost (prices are confirmed as less than those stated below\*:

2 x 5L antibacterial soap	£ 14
2 x z fold Paper Towels(40)	£ 44
6 x Towel Rolls(6 pack)	£ 110
2 x 5L Anti Bact Multi surface cleaner	£ 27
40 x Thick Bleach 750ml	£ 40
2 x 100 disposable 3 ply masks	£ 52
2 x 100 Synthetic Gloves	£ 20
TOTAL	£ 307 + VAT

To be purchased by the Clerk

2 x hands free sanitizer dispensers (on stands)	£ 180
10 x 8 -AA Batteries	£ 49
1 x Themometer	£ 30
5 x Disposable cloths	£ 32
2 x 5L santizer	£ 35
TOTAL	£ 326 + VAT

The decision to purchase a steam cleaner will be taken at a later date as there is one available if required.

\*Pricing from two online suppliers have been checked and the list is the lowest cost option the Clerk to obtain in February 2021. The majority of the purchases will be made via the Caxton Card as the amounts have already been approved. Estimated purchase date is between 10<sup>th</sup> and 17<sup>th</sup> March 2021.

9. **BORDER** - We have received a revised quote for the path along the front of the lounge and the planting from Northwich Town Council.

The planting is for 25 shrubs and 300 non-stop mixed begonias and the work to plant them. The shrubs to be planted in March and the begonias at the beginning of June. This will be a first year planting and we can then add to the planting ourselves with bulbs and other plants as we see fit. There is an option for autumn planting at an additional £200.

We have received promises of donations from residents so far to a value of £65.

The smoking shelter on further investigation was too complicated to implement and therefore the path has been extended so that it can be safely used to clean windows and will stop mud splashing on the sills and windows.

The current budget remaining for the Village Hall after the COVID supplies has been deducted is attached on page xx).



Quote No 872

Date: 5<sup>th</sup> March 2021

Good Morning,

Many thanks for your enquiry, taking the time to meet with me to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Goostrey Parish Council

Please find our quotation as follows –

To supply and install 22 x flags at Goostrey Village Hall	£494.00
To supply and plant 25 x shrubs and summer bedding plants at Goostrey Village Hall	£410.00
<b>Total Cost</b>	<b>£904.00</b>
To supply and plant winter bedding plants at Goostrey Village Hall	£200.00

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

**Comparison Costs for Shrubs and begonias****J Parkers Online****Non Stop Begonias x 300**

In packs of 60 @ £28.98 x 5 = **£144**

**Gardening Direct Online****Non Stop Begonias x 300**

In packs of 24 @ £15.49 x 13 = **£201.37**

**Garden Beauty Online****Shurbs**

Each = £10.99 - £12.99 for 2 L pot size

10 @ £12.99 = £129.90 plus 15 @ £10.99 = £164.85

**TOTAL Shrubs £294.75**

**Crocus Online****Shurbs**

Each = £16.99 for 2 L pot size

25 @ £16.99 = £424.75

**TOTAL Shrubs £424.75**

**Total costs for plants between £438.75 and £626.12\***

**\*These prices do not include planting, whereas the quote from Northwich Town Council includes planting costs.**