



# Goostrey Parish Council

## VILLAGE HALL MANAGEMENT COMMITTEE

### Working Group Meeting

NOTES from the MEETING on TUESDAY 13<sup>th</sup> JULY 2021

at 6.00 PM Via VIDEO CONFERENCE

**Present:** Cllr Beckham, Cllr Roberts, Cllr Sulej, S Ball (VHPFF), E Brandreth (VHPFF), L Atkins (School), & J Schurer-Lewis (School), C Duke and Y Duke (VH)

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

1. **ELECT A CHAIRMAN FOR THE MEETING** - Cllr N Beckham was elected chairman for the meeting.
2. **DECLARATIONS OF INTEREST** – There were no declarations of interest.
3. **APOLOGIES FOR ABSENCE** – There were no apologies for absence, however SB mentioned that the VHPFF had not met for over 18 months and therefore a replacement for T Collins had not yet been found.
4. **MINUTES** – To approve the minutes of the meeting on 4<sup>th</sup> May 2021 (view minutes at <https://goostrey.info/wp-content/uploads/2021/05/VHMC-04052021-Draft-Minutes-v2.pdf>)  
The minutes of the meeting on the 4<sup>th</sup> May were approved.
5. **ACTIONS FROM THE LAST MEETING**
  - i. JS-L to send copies of any invoices which the school has submitted to CEC for the year 2020/21, 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. **Action:** JS-L agreed to submit the invoices to the Clerk by 14<sup>th</sup> May 2021 – JS-L reported that there have been delays in the processing of invoices at CEC. However, she will try to run reports on invoicing prior to 13<sup>th</sup> July 2021. **Completed:** JS-L sent a report for the year to date on 13<sup>th</sup> July 2021.
  - ii. Recharge 2021/22 - JS-L to provide the Clerk to monthly reports listing any charges booked to the recharge account for the Village Hall. **Completed** as for i. above.
  - iii. Joint Use Agreement discussions - Clerk to inform the Parish Council and to contact CEC to request a suitable date – PC informed but no date set with CEC as yet. **Action:** JS-L and Clerk to arrange a date for the meeting to take place September/October 2021.
  - iv. Buildings insurance - Clerk to provide J-SL with the cost of the new bar servery and the bar servery kitchen fixtures and fittings (but not the appliances which are listed on the Parish Council's Contents Insurance Policy). **Completed. Action:** JS-L will then take this up with the School's Buildings Insurance provider and report back to the Clerk. JS-L informed the meeting that their Insurance Company has stopped insuring schools and their new policy is an all-risks policy which is for schools only. The Policy covers the structure of the building, but any risks associated with hiring out the Village Hall and other joint use areas by the Parish Council would need to be covered on the Parish Council's insurance. **Action:** Clerk to raise with the Finance Committee and investigate increasing the Parish Councils insurance cover.
  - v. Hall Floor Refurbishment – Clerk to book the current contractor to carry out the work. Completed – wc 26<sup>th</sup> July 2021. Clerk to request further information from the current contractor regarding ventilation under the floor – Clerk to discuss with contractor when they are onsite. In progress.
  - vi. Vehicles parked in the Car Park - Clerk to inform JS-L when the letter has been sent so that arrangements to lock the gates can be made. Letter sent to the resident, and it does not appear

they have parked in the Car Park since. Additionally, the Sanctuary Housing Officer visited the resident on 8<sup>th</sup> June, and they have been instructed to remove the gate in their fence, the step and no longer to park in the Car Park – **Completed.**

#### 6. **BOOKING ARRANGEMENTS**

- i. To confirm arrangements for booking the Village Hall using HallMaster and confirmation of arrangements for School use of the Village Hall (see report on pages 3 &4). LA and JS-L agreed to the arrangement on page 4 and also agreed to the trial of the proposed arrangements of page 4.
- ii. Update to Government Restrictions from 19<sup>th</sup> July and information from ACRE- The Clerk reported that ACRE had issued an initial set of guidelines following the Government Announcement on 12<sup>th</sup> July, however, communication to the hirers would be delayed until full guidance on the changes from 19<sup>th</sup> July have been received from ACRE.

#### 7. **VILLAGE HALL MAINTENANCE/REPAIRS**

- i. **Loft Ladder** – Update – The Clerk reported that the ladder which had been approved was no longer available in version suitable for a public building. She has taken advice from a local architect and will be obtaining a quote for a specialist in building regulations to investigate a more permanent solution.
- ii. **Invoice Payments by Cheshire East to Suppliers** – JS-L reported that there was still an issue with older invoices but as long as the proper procedure was followed new invoices for purchase orders were being settled more quickly.

#### 8. **CARETAKING & CLEANING**

- i. Introduction to new Village Hall Supervisors – Cllr Beckham introduced the New Village Hall Supervisors, Yvonne & Chris Duke to the members of the VHMC. The members welcomed the Dukes and SB offered them assistance with access to the hall if required.

9. **CORRESPONDENCE** – The Clerk noted one item of correspondence of a confidential nature.

10. **MINOR ITEMS AND ITEMS FOR THE NEXT MEETING** - There were no items put forward.

11. **DATE OF NEXT MEETING** – The next meeting was set for 21<sup>st</sup> September 2021.

## 12. BOOKING ARRANGEMENTS

- ii. To confirm arrangements for booking the Village Hall using HallMaster and confirmation of arrangements for School use of the Village Hall (see report on pages 3 &4)

### **Draft Booking and Handover Procedures for School and Village Hall use of the Joint Use Areas**

This document has been produced to re-establish the procedures for the use of the Joint Use Areas by the school and the Village Hall following the closure due to COVID-19.

The Parish Council recognises that having additional use of the Hall and other parts of the Joint Use Facility is an advantage to the school at certain times and it is hoped that this new arrangement will help the school utilise hours in the facility that are not booked by hirers.

The arrangement will rely on both parties booking the required rooms in HallMaster and leaving them in a clean and tidy state when they are vacated.

All bookings and use of the rooms in the Joint Use Area are in HallMaster.

This includes the time that the school has priority use and early morning school sports (this is done so when self-booking is enabled, hirers will not be able to book times periods when the hall is in use by the school).

The Village Hall Supervisor will also be adding all maintenance and cleaning activities into HallMaster.

This means that the use of all rooms is available to view in the Schedule at <https://goostrey.info/goostrey-village-hall-2/>

### **School/PTA Use of the Village Hall**

To confirm, as agreed between the school and the Village Hall, (this was agreed with a previous Head of the school) the entitlement for free use of the Joint Use Areas for the school/PTA is 30 hours, per year (running from 1<sup>st</sup> April to 31<sup>st</sup> March each year), additional hours would be chargeable at the parish rate for the room. The number of hours is calculated per event whether the event uses just the Hall, or the Hall, plus the Lounge/Bar Servery or the Committee Room.

The only charges that will be invoiced are Caretaker Services and Cleaning if they are booked for the event, plus any additional hours over and above the 30 hours free entitlement.

### **School Sports on a Tuesday and Friday afternoons.**

As these events are regular bookings (i.e., they happen at a set time each week) they are chargeable. However, we understand that if a Friday is required by another hirer, the school will consider allowing the other booking if sufficient notice is given (i.e., notice of at least 6 weeks in advance). This is in line with other hirers where the period of hire is less than 2 hours (i.e., Monday evening fitness classes).

If the school allows another hirer to use their Friday booking, the booking will be deducted from the invoice for school sports for that term.

### **Handover of the Hall from the school to Village Hall and Vice Versa**

On handover by either party, the Hall must be left clean (subject to any special cleaning guidelines in place at the time), and all furniture and trollies placed into the cupboard provided. Additionally, all other items of equipment which are not for shared use must be removed.

## **PROPOSAL TO BE CONSIDERED BY VHMC**

The following items could be considered by the Committee if the school felt the proposals would benefit the school and could initially be implemented for a trial period from the beginning of September 2021 to 31<sup>st</sup> December 2021 (to be confirmed at the meeting).

### **i. Additional Use of the Hall, Lounge, Bar Servery Kitchen and Committee Room by the school**

The majority of bookings are made a least 1 week in advance of the event. This means that free capacity in the rooms can be viewed in the Schedule. On a Monday morning in term time, the school will be permitted to book, without charge, any vacant slots during the same week, so long as it is booked via an e-mail to the Village Hall Supervisor initially and in the longer term directly via HallMaster (once self-booking has been enabled, date yet to be determined).

In the event a hirer wishes to book at short notice and the school has booked the time period required, the Village Hall Supervisor will advise the School Business Manager and the hirers booking will take precedence.

The conditions of this use are that the rooms must be left clean (subject to any special cleaning guidelines in place at the time), and tidy after use.

### **ii. To reduce the amount of cleaning and tidying required by the school**

At handover time from the school to the Village Hall at 2pm, there will be no need for the hall to be cleaned and tidied unless there is a booking for a hirer, maintenance, cleaning, or training later that day booked in HallMaster by the Village Hall Supervisor or the Clerk.