



**SHAVINGTON**  
CUM  
**GRESTY**

**Shavington-cum-Gresty Council  
Village Hall Committee meeting**

Main Road,  
Shavington, Crewe  
CW2 5DP

[www.shavingtononline.co.uk](http://www.shavingtononline.co.uk)

9<sup>th</sup> July 2021

To: **Members of the Village Hall Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Village Hall Committee** to be held at **7:30PM** on **Wednesday 14<sup>th</sup> July 2021** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

*Please note this is a face to face meeting and numbers in the room are very limited due to ongoing Covid-19 restrictions. Any members of the public that wish to attend, please register with the clerk by emailing [clerk@shavingtononline.co.uk](mailto:clerk@shavingtononline.co.uk) by 3pm on Wednesday, 14<sup>th</sup> July 2021.*

Your sincerely,

Simona Garner  
Parish Clerk

## AGENDA

1	To receive and consider apologies for absence
2	To elect the Chair and Deputy Chair
3	To note declarations of Members' interests
4	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
5	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
<b>6</b>	To consider a proposal for the Village Hall booking system and to review the booking fee ( <b><i>attached</i></b> )
<b>7</b>	To consider marketing opportunity to promote the Village Hall
<b>8</b>	To consider the following operational matters:  a. Key holders list b. Volunteers list for opening the Village c. Inventory of cleaning equipment and kitchen utensils and tables, chairs d. Storage agreements e. Blinds f. Cleaning
<b>9</b>	To consider strategic projects to revamp the Village Hall
<b>10</b>	To note the date of the next Village Hall Committee Meeting – <b>October, 13<sup>th</sup> 2021</b>



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## Report Statement

Meeting: Village Hall Committee Meeting 07.07.2021

Report Purpose: To provide an update about the updated version of the Shavington-cum-Gresty Village Hall booking pack

Version Control: v1

Author: Clerk

### 1. Report Summary

The report provides an update with regards to the updated version of the Shavington-cum-Gresty Village Hall booking pack.

### 2. Background

Shavington-cum-Gresty Parish Council owns and regularly hires the Shavington-cum-Gresty Village Hall.

Due to the COVID-19 pandemic, the Council has not accepted booking for the use of the Hall over the last few months, however as national restrictions are easing new booking requests have been received and processed (in compliance with the relevant Government guidelines).

### 3. Position

On May, 17<sup>th</sup> the national Government lifted some restrictions for the use of public building and community hall. And more restrictions could be lifted in the coming weeks, once (and if) phase 4 of the Government roadmap is confirmed. Therefore, booking requests for the use of the Village Hall have restarted.

To better comply with the current obligations the Council is subject when hiring a facility, the Village Hall booking form has been updated and reviewed. It now includes:

- a. Village Hall risk assessment (dated 19.05.2021)
- b. Booking form (Annex 1)

Main changes from the previous version are:

- a. Payments to be made by BACS only;
- b. Hirer to provide RAMS;
- c. Hirer to give clear indication of numbers of users and how the hirer will guarantee the compliance with the COVID-19 regulations such track and trace and social distancing.

On Monday 6<sup>th</sup> July the PM confirmed that from July 19<sup>th</sup> all COVID restriction will be removed. Details still need to be published but it is expected that:



- a. There won't be any limit on the number of people
- b. 1m plus rule won't be applicable any longer
- c. Masks are no longer mandatory

However, it is still not clear how the track and trace system will work.

#### **4. Equality impact**

The booking form is not fully accessible at the moment. Measures will need to take place to convert the form in an accessible document (such HTML or Fillable PDF)

#### **5. Sustainability Impact**

Environmental: none as digital.

Economical: positive, generates income to break even the Council's costs to manage the asset

#### **6. Community Impact**

Positive: Shavington-cum-Gresty Village Hall hosts community groups and activities that are attended by the locals

#### **7. Governance**

Shavington-cum-Gresty Parish Council budget 2021/22

#### **8. Financial Impact**

None.

#### **9. Resource Impact**

Clerk time and management.

#### **10. Conclusions**

Members are asked to note the new Shavington-cum-Gresty Village Hall booking pack.



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ANNEX 1

## SHAVINGTON-CUM-GRESTY VILLAGE HALL BOOKING FORM

Village Hall hire Fee

Monday-Thursday	8.00 am – 12 noon	[ ]	£20
	1.00 pm – 5.00 pm	[ ]	£20
	6.00 pm – 10.00 pm	[ ]	£20
Friday	8.00 am – 12.00 pm	[ ]	£20
	1.00 pm – 5.00 pm	[ ]	£20
	6.00 pm – 11.00 pm	[ ]	£25
Saturday	9.00 am – 1.00pm	[ ]	£20
	2.00 pm – 6.00 pm	[ ]	£20
	7.00 pm – 12.00 pm	[ ]	£25
Sunday	9.00 am – 1.00pm	[ ]	£20
	2.00 pm – 6.00 pm	[ ]	£20
	7.00 pm – 11.00 pm	[ ]	£20

Clients have use of the following facilities within the hire charge:

- Main Hall including lounge, kitchen and bar area

Clients who wish to have exclusive use of the whole hall, an additional fee of £10 per session is payable to prevent the upstairs meeting room from being hired out separately during the session.

In the event of the client not wishing to clean-up after their function, an additional charge of £30 for cleaning is payable.

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If you wish to hire the hall on a regular basis, clients are offered a consecutive block booking of 16 weeks but will only be charged for 12 weeks. **Payment must be made in advance.**

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## **ADDITIONAL INFORMATION**

### **Facilities**

Whole Hall	Free Wi-Fi (no code needed)
Main Hall/Lounge	There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function.
Kitchen: crockery for	The kitchen has a fridge, cooker, microwave oven, hot water urn and 120 persons. Some cutlery is available.  Tea-towels are not provided.
Upstairs Meeting Room:	Tables are set out to seat a minimum of 12 people.  Other chairs are also available in the room.

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There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

**All users are required to adhere to Covid 19 guidelines that apply at the time of use**



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## APPLICATION FOR THE USE OF SHAVINGTON VILLAGE HALL

APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF  
SHAVINGTON VILLAGE HALL  
ACCOMPANYING THIS FORM BEFORE COMPLETING ANY PART OF IT

Payment shall be made in advance by BACS using sort code 08-92-99 and account # 65364422

### Details of applicant

Organisation Name	
Representative Name	
Address	
Telephone	
On site contact (mobile no)	
Email	

### Purpose

Sessoion(s) required	Monday-Thursday	8.00 am – 12 noon	[ ]
		1.00 pm – 5.00 pm	[ ]
		6.00 pm – 10.00 pm	[ ]
	Friday	8.00 am – 12.00 pm	[ ]
		1.00 pm – 5.00 pm	[ ]
		6.00 pm – 11.00 pm	[ ]
	Saturday	9.00 am – 1.00pm	[ ]
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		7.00 pm – 12.00 pm	[ ]
	Sunday	9.00 am – 1.00pm	[ ]
		2.00 pm – 6.00 pm	[ ]
		7.00 pm – 11.00 pm	[ ]

Date(s) required	<b>Start:</b> _____	<b>Finish:</b> _____
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Details of activity	
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How will you make sure you will collect info for the Track and Trace?	
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Number of expected audience at any one time	
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Fee due (£)	
Please confirm you are sending the following with this application (Yes/ No) We cannot process your application without them	
(Essential - business and charity) Copy of Public Liability insurance	
(Essential - business and charity) Copy of your risk assessment & method statement	
(Essential- business and charity) Copy of your COVID-19 risk assessment	
(Essential) I confirm I will send the necessary fee	
I am authorised by the Organisation named above to agree to the Council's conditions of use.	
Signature	
Date	

WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TO THE OFFICER  
WHO SENT IT TO YOU  
OR [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk)

For further information please contact Shavington Village Hall at 01270 262636 or write  
to [villagehall@shavingtononline.co.uk](mailto:villagehall@shavingtononline.co.uk)

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**All users are required to adhere to Covid 19 guidelines that apply at the time of use**





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