



SHAVINGTON
CUM
GRE^{STY}

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

6th October 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 13 October 2021** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday, 13 October 2021.

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Community and Engagement Committee Meeting hold on 14 July 2021 (attached)
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>

6	To receive an update with regards to the Village Hall Heating system
7	To receive and consider an update with regards to the cleaner's contract
8	To receive and consider an update with regards to the following: <ul style="list-style-type: none">a. Painting needed in the main hall as consequence of the posters' removalb. Drain issue: small sink behind the barc. Notice board
9	To receive and consider an update with regards to Village Hall keys
10	To note and consider a report with regards to refitting of the kitchen from Mrs McIntyre
11	To note and consider a proposal for Christmas decorations inside the Village Hall
12	To note and consider and update with regards to marketing activities to promote the Village Hall
13	To consider and inform the budget setting process for 2022/23 financial year (to follow)
14	To note the date of the next Village Hall Committee Meeting – 9 February 2022

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MINUTES of the meeting held on Wednesday 14th July 2021

In attendance: Cllr Adams, Hancock, Hackett, K Gibbs, McIntyre

ScG VH/21/1/1	<i>To receive and consider apologies for absence</i>
	No
ScG VH/21/1/2	<i>To elect the Chair and Deputy Chair</i>
	Cllr McIntyre and Cllr Adams were elected Chair and Deputy Chair of the Committee respectively
ScG VH/21/1/3	<i>To note declarations of Members' interests</i>
	No declaration was made
ScG VH/21/1/4	<i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i>
	RESOLVED: that the item is postponed to the next Committee Meeting
ScG VH/21/1/5	<i>Public Participation</i> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was made
ScG VH/21/1/6	<i>To consider a proposal for the Village Hall booking system and to review the booking fee</i>
	Members NOTED the report. RESOLVED: that the Village Hall booking form is approved and that booking fees are approved without any change
ScG	<i>To consider marketing opportunity to promote the Village Hall</i>

VH/21/1/7	<p>RESOLVED: that the Clerk, with the support of the Communication Manager, is instructed to progress the following actions within budget (Cost centre Village Hall, Cost code Marketing):</p> <ol style="list-style-type: none"> a. Update the website with all relevant information b. Update and animate the Village Hall FB page c. Promotional video/photo gallery d. Install a promo sign "Hire the Hall", outside the building
ScG VH/21/1/8	<p>To consider the following operational matters:</p> <ol style="list-style-type: none"> 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
	<p>RESOLVED:</p> <ol style="list-style-type: none"> a. <u>Key holders list:</u> that Cllr K Gibbs is appointed to draft the list b. <u>Volunteers list for opening the Village:</u> that Cllr K Gibbs, Adamas and McIntyre are added on the volunteer list c. <u>Inventory of cleaning equipment and kitchen utensils and tables, chairs:</u> that the inventory is done on Wednesday 21st July d. <u>Storage agreement:</u> that a disclaimer of no liabilities for the Council is added on the Village Hall booking form e. <u>Blinds:</u> that the provision of blinds is deferred to the next financial year f. <u>Cleaning:</u> that all cleaning products are supplied by the cleaner company
ScG VH/21/1/9	<p>To consider strategic projects to revamp the Village Hall</p>
	<p>RESOLVED: that the 10 large historical information banners will be removed from the main hall.</p> <p>RESOLVED: that the following projects will be considered in 2022/23:</p> <ul style="list-style-type: none"> • Refurbishment of the Village Hall kitchen • Main hall setting up: display of local history pictures • Provision of IT facilities for Main Hall: such video projector, PA system
ScG VH/21/1/10	<p>To note the date of the next Village Hall Committee Meeting – October, 13th 2021 6pm</p>
	<p>Members NOTED the date of the next Village Hall Committee Meeting is October, 13th 6pm</p>

Meeting Closed at 20:26hrs

Chair: Cllr McIntyre

Clerk: S Garnero

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