

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk



26 August 2022

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 7 September 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

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 the Term of References for the Village Hall Committee (attached)
4	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
5	To note declarations of Members' interests
6	To confirm and sign the minutes of Village Hall Committee Meeting held on 9 February 2022 (attached)
7	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
8	To consider the YTD financial position of the VH Committee (attached)
9	To receive and consider an update with regard to the Village Hall occupancy rate (to follow)
10	To receive and consider a proposal to review the Village Hall booking fees and booking slots
11	To receive and consider an update with regards to the Cheshire Connected Community Grant and Cheshire East Council Social Franchise
12	To receive and consider the following proposals: <ul style="list-style-type: none"> a. To introduce a checklist form to be completed by hirers after the use of the Village Hall b. To purchase mirrors to be fitted in the Village Hall toilets c. To update the Village Hall First Aid Kit d. To display the 'NO car to be left overnight' sign on the Village Hall gates e. To consider a request for storage from Nantwich Bridge Club and Children Music Classes f. To review Terms and Conditions of booking form accordingly
13	To receive and consider an update with regards to the Internet provider at the Village Hall
14	To receive and consider an update with regards to marketing activities to promote the Village Hall, including direct mail marketing B&B and paid campaign on social media B&C
15	To consider and inform the budget setting process for 2023/24 financial year (attached)
16	To note the date of the next Environment and Recreation Committee Meeting – 16 November 2022 7:30PM



Report Statement

Meeting: VH Committee

Report Purpose: To present Committee ToRs

Version Control: v1

Author: Clerk

1. Report Summary

The report presents the Committee ToR for 2022/23

2. Background

On 4 May 2022 the Parish Council approved the Committees Term of References.

3. Position

Members are asked to note the Committee Term of Reference for 2022/23

4. Governance

ScG Parish Council Standing Order
LGA 1972
Finance & Strategy Committee Term of References

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to note the Committee Term of Reference.



SHAVINGTON
CUM
GRESTY

VILLAGE HALL COMMITTEE

Approved by Shavington cum Gresty Parish Council on 4 May 2022

5 Members of the Authority		Quorum 3
Meeting will take place every 6 months		
To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.		
To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.		
To approve, implement and review plans to meet the Village Hall occupancy target set yearly by the Council and improve sustainability of the Village Hall		
All non-committee members may attend meetings of the Committee except for confidential items and speak at the Chairman's discretion but are unable to vote.		
Function of the Council Column 1	Delegation of Function Column 2	
1	To manage the use of Shavington-cum-Gresty Village Hall and collect appropriate hiring fee	
2	To ensure the facility is kept in a properly maintained condition with specific attention to: Internal/external cleaning The repair of damage to the facility and other improvements as may be necessary from time to time Health & Safety regulations and requirements	
3	To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers	
4	To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).	



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GRESTY

5	To advise and seek permission from Council for any proposed major works the Committee considers necessary, prior to any action being taken	Village Hall Committee within budget Council for everything without budgetary allocation. Parish Clerk for emergency works in line with Finance Regulation, subject to reporting justification to next Council
6	To provide Council with its recommendations for fees and charges for the use of the Village Hall. And to review and provide recommendations on the annual budget	Village Hall Committee
7	To suggest and implement alternative revenue sources (fundraising, special events, discount, coupons..)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
8	To consider and grant free use of the building and/or the car park where there is a clear community value on an ad-hoc basis	Village Hall Committee and/or Parish Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council
9	To suggest, implement and deliver temporary displays/exhibitions/ decorations in the Hall (e.g. Christmas lights, poster displays, installations,)	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council within budget Council for everything without budgetary allocation.
10	To define, implement and deliver marketing strategy within budget to ensure optimum occupancy	Village Hall Committee and/or Parish Clerk or Community Manager subject to reporting justification to next Council
11	To review the occupancy of the hall to inform the pricing structure	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
12	To monitor the YTD Committee budget	Village Hall Committee



13	To select and appoint suppliers for regular maintenance of the Village Hall and for the service of lights, utilities, internet provider and H&S checks and requirements	Village Hall Committee and/or Parish Clerk subject to reporting justification to next Council
14	To have an oversight of working groups formed to support occupancy target and to give support and advice.	Village Hall Committee
15	To lead on preparing and implementing the Emergency Plan and H&S Plans for the Village Hall	Village Hall Committee

NB. Any actions delegated to the Parish Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

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Shavington-cum-Gresty Council
Village Hall Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on Wednesday 9 February 2022

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

Clarke

ScG VH/21/3/1	<i>To receive and consider apologies for absence</i>
	Apologies were received and accepted from Cllr Wain.
ScG VH/21/3/2	<i>To note declarations of Members' interests</i>
	No declaration was made.
ScG VH/21/3/3	<i>To confirm and sign the minutes of the Village Hall Committee Meeting held on 13 October 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG VH/21/3/4	<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/21/3/5	<i>To receive an update with regards to the Village Hall occupancy and to consider making recommendation to improve the occupancy of the Village Hall</i>
	Cllr K Gibbs updated Members with regards to the Village Hall occupancy. Members NOTED the update.

	RESOLVED: that the Clerk is instructed to explore birthday party packages with other suppliers and company and to report this back to the Village Hall Committee for consideration.
ScG VH/21/3/6	To receive and consider an update with regards to regular maintenance works at the Village Hall: <ul style="list-style-type: none"> a. Replacement of light bulbs in the Kitchen (with LED) b. Painting c. Installation of notice board d. Various equipment
	The Clerk briefed Members with regards to the item. Members NOTED the update. RESOLVED: that the Clerk is instructed to purchase paint and paint rollers to re-paint the main hall and to arrange a day for the job to be completed.
ScG VH/21/3/7	To receive and consider an update with regards to the cleaning contract and utility contracts
	The Clerk briefed Members with regards to the item. Members NOTED the update.
ScG VH/21/3/8	To note and consider and update with regards to marketing activities to promote the Village Hall including the n. 2 signs to be displayed outside the Hall
	Members NOTED the update.
ScG VH/21/3/9	To receive and consider an update with regards to any H&S arrangements needed
	Members NOTED the update. RESOLVED: That the Clerk is instructed to discuss with the local Fire Brigade fire emergency route, assembly points and other precautions
ScG VH/21/3/10	To note the revised Shavington-cum-Gresty Village Hall Condition of Use policy and booking fee for 2022/23
	Members NOTED the update.

Meeting Closed at 1859 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00	4,384.26	6,615.74	6,615.74 (60%)
21	General Parish Council design a				3,500.00	1,800.00	1,700.00	1,700.00 (48%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00	2,213.00	787.00	787.00 (26%)
24	Christmas/Winter event				2,600.00		2,600.00	2,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				2,000.00	553.30	1,446.70	1,446.70 (72%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
SUB TOTAL					27,200.00	8,950.56	18,249.44	18,249.44 (67%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General		180.00	180.00	2,000.00	196.96	1,803.04	1,983.04 (99%)
28	Ground Maintenance- supplier				15,000.00	3,391.64	11,608.36	11,608.36 (77%)
29	Vine Tree Play area - mainten				1,000.00	144.33	855.67	855.67 (85%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	400.00	570.83	170.83				170.83 (42%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L		249.91	249.91				249.91 (N/A)
SUB TOTAL		400.00	1,000.74	600.74	19,200.00	3,732.93	15,467.07	16,067.81 (81%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	13.50	286.50	286.50 (95%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00		650.00	650.00 (100%)
6	ICT equipment				750.00	11.66	738.34	738.34 (98%)
9	Audit Fees				1,500.00	472.50	1,027.50	1,027.50 (68%)
10	Insurance				2,700.00		2,700.00	2,700.00 (100%)
11	Legal and professional fee				1,500.00		1,500.00	1,500.00 (100%)
12	Subscription (adobe/office/Chalc				3,000.00	2,445.25	554.75	554.75 (18%)
13	Telephone				500.00	159.91	340.09	340.09 (68%)
14	Website subscription				2,100.00	1,050.00	1,050.00	1,050.00 (50%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	102.30	897.70	897.70 (89%)
17	Precept	161,154.00	80,577.00	-80,577.00				-80,577.00 (-50%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00	367.67	9,632.33	9,632.33 (96%)
SUB TOTAL		161,154.00	80,577.00	-80,577.00	25,600.00	4,622.79	20,977.21	-59,599.79 (-31%)

Shavington-cum-Gresty Parish Council

25 August 2022 (2022-2023)

Summary of Receipts and Payments

All Cost Centres and Codes

Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00	5,500.00		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
SUB TOTAL					38,800.00	5,500.00	33,300.00	33,300.00 (85%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	25,291.99	43,958.01	43,958.01 (63%)
2	Payroll Service				920.00	410.00	510.00	510.00 (55%)
7	Staff Training				2,500.00	206.00	2,294.00	2,294.00 (91%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00	25,907.99	46,862.01	46,862.01 (64%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	43.00	257.00	257.00 (85%)
34	Cleaning Service				4,500.00	1,603.00	2,897.00	2,897.00 (64%)
35	Gas supply				1,900.00	573.19	1,326.81	1,326.81 (69%)
36	Power supply				1,000.00	418.62	581.38	581.38 (58%)
37	Fire equipment				250.00		250.00	250.00 (100%)
38	Wi-Fi Service				800.00	282.48	517.52	517.52 (64%)
39	Online booking system				300.00	96.43	203.57	203.57 (67%)
40	Hygine service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	912.35	1,087.65	1,087.65 (54%)
42	Waste collection				960.00	442.39	517.61	517.61 (53%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	405.25	434.75	434.75 (51%)
45	Marketing				2,000.00		2,000.00	2,000.00 (100%)
46	Kitchen Refurbishment				5,000.00		5,000.00	5,000.00 (100%)
47	General Maintenance				1,500.00	458.57	1,041.43	1,041.43 (69%)
48	Hall hire	14,000.00	1,975.00	-12,025.00		50.00	-50.00	-12,075.00 (-86%)
SUB TOTAL		14,000.00	1,975.00	-12,025.00	22,300.00	5,812.94	16,487.06	4,462.06 (12%)

Summary

NET TOTAL	175,554.00	83,552.74	-92,001.26	205,870.00	54,527.21	151,342.79	59,341.53 (15%)
V.A.T.		2,618.20			2,666.69		
GROSS TOTAL		86,170.94			57,193.90		

Shavington-cum-Gresty Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 25-08-2022)

Cost Centre Village Hall Committee**Code Number 33 Suppliers**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	25/05/2022	ScG/22/02/1	Parish Council Mai	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
Subtotal for Code: Suppliers								£43.00	£8.60	£51.60

Code Number 34 Cleaning Service

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	25/05/2022	ScG/22/02/1	Parish Council Mai	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
69	17/06/2022	ScG/22/03/1	Parish Council Mai	14197724	Village Hall cleaning service	Crystal Clean	S	390.00	78.00	468.00
117	20/07/2022		Parish Council Mai	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
138	22/08/2022		Parish Council Mai	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
Subtotal for Code: Cleaning Service								£1,603.00	£320.60	£1,923.60

Code Number 35 Gas supply

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	20/04/2022	ScG/22/01/1	Parish Council Mai	Direct Debit	British Gas Village Hall	British Gas	L	273.30	13.66	286.96
57	25/05/2022	ScG/22/02/1	Parish Council Mai	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
101	29/06/2022		Parish Council Mai	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
110	20/07/2022		Parish Council Mai	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
Subtotal for Code: Gas supply								£573.19	£18.12	£591.31

Code Number 36 Power supply

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	04/04/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
73	04/04/2022		Parish Council Mai	VOID	Scottish Power	Scottish Power	L			
102	01/06/2022		Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
131	21/06/2022		Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
Subtotal for Code: Power supply								£418.62		£418.62

Code Number 38 Wi-Fi Service

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	09/04/2022	ScG/22/01/1	Parish Council Mai	Direct Debit	Wifi Village Hall	KCOM Group Ltd	S	56.48	11.30	67.78
27	12/05/2022	ScG/22/02/1	Parish Council Mai	Direct Debit	Wi-Fi Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
64	14/06/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Internet Village Hall	KCOM Group Ltd	S	56.50	11.30	67.80
108	20/07/2022		Parish Council Mai	Direct Debit	Wifi Village Hall	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
141	17/08/2022		Parish Council Mai	Direct Debit	Village Hall wi-fi	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
Subtotal for Code: Wi-Fi Service								£282.48	£56.50	£338.98

Code Number 39 Online booking system

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	25/04/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Village Hall booking service	Skedda	X	23.24		23.24
78	25/05/2022	ScG/22/03/1	Parish Council Mai	CARD	Village Hall booking service	Skedda	X	23.89		23.89
105	27/06/2022		Parish Council Mai	Direct Debit	Village Hall booking service	Skedda	X	24.30		24.30

Shavington-cum-Gresty Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 25-08-2022)

135	25/07/2022		Parish Council Mai	CARD	Village Hall booking service	Skedda	X	25.00		25.00
						Subtotal for Code:	Online booking system	£96.43		£96.43
Code Number	40 Hygine service									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	06/04/2022	ScG/21/17/9	Parish Council Mai	12340707	Hygiene disposal	Dame Hygiene Services	S	527.66	105.53	633.19
						Subtotal for Code:	Hygine service	£527.66	£105.53	£633.19
Code Number	41 Water supply									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	27/04/2022	ScG/22/01/1	Parish Council Mai	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
44	25/05/2022	ScG/22/02/1	Parish Council Mai	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
96	17/06/2022	ScG/22/03/1	Parish Council Mai	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
119	20/07/2022		Parish Council Mai	15093469	VH water	Water Plus	X	179.87		179.87
136	22/08/2022		Parish Council Mai	15917372	Water Village Hall	Water Plus	Z	187.90		187.90
						Subtotal for Code:	Water supply	£912.35		£912.35
Code Number	42 Waste collection									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	01/04/2022	ScG/22/01/1	Parish Council Mai	Direct Debit	Village Hall waste collection	ASH Waste Services	S	97.12	19.42	116.54
26	12/05/2022	ScG/22/02/1	Parish Council Mai	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	78.30	15.66	93.96
34	01/04/2022		Parish Council Mai	VOID	VOID	ASH Waste	X			
62	14/06/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Waste collection Village Hall	ASH Waste Services	S	75.67	15.13	90.80
99	29/06/2022		Parish Council Mai	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
127	01/08/2022		Parish Council Mai	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
						Subtotal for Code:	Waste collection	£442.39	£88.47	£530.86
Code Number	44 Call minding service									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	12/04/2022	ScG/22/01/1	Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
61	14/06/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	108.35	21.67	130.02
106	20/07/2022		Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
139	17/08/2022		Parish Council Mai	Direct Debit	Village Hall answer machine service	Cymphony	S	61.60	12.32	73.92
						Subtotal for Code:	Call minding service	£405.25	£81.04	£486.29
Code Number	47 General Maintenance									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	27/04/2022	ScG/22/01/1	Parish Council Mai	12810062	Emergency repairs Unblock sewage	Mark Everill Ltd	S	80.00	16.00	96.00
7	07/04/2022	ScG/22/01/1	Parish Council Mai	BACS	Non-Domestic Rate demand 2022/23	Cheshire East Council	X			
23	05/05/2022	ScG/22/01/1	Parish Council Mai	13065763	Refund - wood filler for disabled door re	G McIntyre	X	9.00		9.00
33	25/05/2022	ScG/22/02/1	Parish Council Mai	13569503	Cllr McIntyre refund - painting main hall	G McIntyre	X	7.20		7.20
41	25/05/2022	ScG/22/02/1	Parish Council Mai	13570082	Cllr McIntyre refund - VH repairs	G McIntyre	X	1.05		1.05
59	02/06/2022	ScG/22/02/1	Parish Council Mai	13895222	VH repairs: wall lights lounge and emer	Mick Ascroft	S	310.00	62.00	372.00
76	06/05/2022	ScG/22/03/1	Parish Council Mai	CARD	Padlock VH	HENRY SQUIRE & SONS LIMITED	S	19.99	4.00	23.99
112	14/07/2022		Parish Council Mai	Card	VH Toilet splashback	Sheet Plastics	S	31.33	6.27	37.60

Shavington-cum-Gresty Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 25-08-2022)

Code Number		48 Hall hire				Subtotal for Code: General Maintenance		£458.57	£88.27	£546.84
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	25/05/2022	ScG/22/02/1	Village Hall A/C	13569393	Cleaning Village Hall	Crystal Clean	S	50.00	10.00	60.00
						Subtotal for Code: Hall hire		£50.00	£10.00	£60.00
						Subtotal for Cost Centre: Village Hall Committee		5,812.94	777.13	6,590.07
TOTALS								£5,812.94	£777.13	£6,590.07

Shavington-cum-Gresty Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2022 and 25-08-2022)

Cost Centre Village Hall Committee**Code Number 48 Hall hire**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2022		Village Hall A/C	BACS	Village Hall booking service	Katarina Antusova	X	60.00		60.00
3	11/04/2022		Village Hall A/C	BACS	Village Hall booking service	Filip Kotlar	X	155.00		155.00
4	14/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lucille Bickerton	X	30.00		30.00
5	19/04/2022		Village Hall A/C	BACS	Village Hall booking service	Rebecca Lomax	X	40.00		40.00
6	21/04/2022		Village Hall A/C	BACS	Village Hall booking service	Cheshire East Council	X	60.00		60.00
7	25/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lucy Edwards	X	30.00		30.00
8	26/04/2022		Village Hall A/C	BACS	Village Hall booking service	Lindsay Robbins	X	30.00		30.00
21	03/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Kevin Rendell	X	30.00		30.00
22	18/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Hayley Barber	X	30.00		30.00
23	25/05/2022		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Shine Bright Foundation	X	60.00		60.00
24	12/07/2022		Village Hall A/C	15101412	Shavington-cum-Gresty Village Hall boc	Shine Bright Foundation	X	-30.00		-30.00
25	21/06/2022		Village Hall A/C	cheque	Village Hall booking service	u3a (Bridge)	X	360.00		360.00
26	10/06/2022		Village Hall A/C	BACS	Village Hall booking service	Francesca Cain	X	360.00		360.00
27	11/06/2022		Village Hall A/C	BACS	Village Hall booking service	Stephen Davies	X	30.00		30.00
28	16/06/2022		Village Hall A/C	BACS	Village Hall booking service	Sandra Chalker	X	30.00		30.00
29	23/06/2022		Village Hall A/C	BACS	Village Hall booking service	Kim Fowles	X	30.00		30.00
30	27/06/2022		Village Hall A/C	BACS	Village Hall booking service	Samantha Johnson	X	30.00		30.00
31	27/06/2022		Village Hall A/C	BACS	Village Hall booking service	Martina Tomasova	X	155.00		155.00
37	04/07/2022		Village Hall A/C	BACS	Village Hall booking service	Sarah Doorbar	X	30.00		30.00
38	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Megan Booth	X	60.00		60.00
39	05/07/2022		Village Hall A/C	BACS	Village Hall booking service	Nantwich Bridge Club	X	60.00		60.00
40	08/07/2022		Village Hall A/C	BACS	Village Hall booking service	Isabel Madondo	X	40.00		40.00
41	11/07/2022		Village Hall A/C	BACS	Village Hall booking service	Gillian Malam	X	30.00		30.00
42	15/07/2022		Village Hall A/C	BACS	Village Hall booking service	Adventure Babies	X	30.00		30.00
43	20/07/2022		Village Hall A/C	BACS	Village Hall booking service	RSPCA Crewe	X	40.00		40.00
44	26/07/2022		Village Hall A/C	BACS	Village Hall booking service	Katka Antusova	X	155.00		155.00
45	27/07/2022		Village Hall A/C	BACS	Village Hall booking service	Tim Morgan	X	40.00		40.00
Subtotal for Code: Hall hire								£1,975.00		£1,975.00
Subtotal for Cost Centre: Village Hall Committee								1,975.00		1,975.00
TOTALS								£1,975.00		£1,975.00



Report Statement

Meeting: Village Hall Committee

Report Purpose: To inform the budget 2023/24 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2023/24 budget from the Village Hall Committee.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2023/24 Budget at the Full Parish Council meeting on June, 1st
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2023/24 Staffing Committee Budget is set out in this report and the attached appendix for Members' consideration

3. Position

- The detailed draft 2023/24 Village Hall Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2022/23 Village Hall Committee budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2023/24 budget proposals



4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Village Hall Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2023/24 Village Hall Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.



SHAVINGTON
CUM
GRESTDY

Village Hall Committee						
		2022/23		2023/24		
33	Suppliers		£ 300.00		£ 300.00	
34	Cleaning Service		£ 4,500.00		£ 4,800.00	£390*12= £4,860
35	Gas supply		£ 1,900.00		£ 2,880.00	spend in 2021/22 £2,350 + 20%
36	Power supply		£ 1,000.00		£ 1,300.00	spend in 2021/22 £735 + 20%
37	Fire equipment		£ 250.00		£ 300.00	
38	Wi-Fi Service <i>(+phone)</i>		£ 800.00		£ 743.40	BT contract £61.95/month
39	Online booking system		£ 300.00		£ 300.00	
40	Hygine service		£ 700.00		£ 700.00	
41	Water supply		£ 2,000.00		£3,000	spent in 2021/22 £2,580 + 15%
42	Waste collection		£ 960.00		£ 1,350.00	£112/month on average depending on VH usage
43	PPS/PRS		£ 250.00		£ 250.00	
44	Call minding service		£ 840.00		£1,360	£123/month on average depending on VH usage



SHAVINGTON
CUM
GRESTY

45	Marketing		£ 2,000.00		£ 2,000.00	
46	Kitchen Refurbishment		£ 5,000.00		£ 5,000.00	
47	General Maintenance		£ 1,500.00		£ 1,500.00	
48	Hall hire	£ 14,000.00		£ 10,000.00		current monthly average revenue £798
	SUB TOTAL	£ 14,000.00	£ 22,300.00	£ 10,000.00	£ 25,783.40	