

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk



27 October 2022

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

Dear Councillor,

You are summoned to attend the meeting of the **Extra-Ordinary Village Hall Committee** to be held at **7:30PM** on **Wednesday 2 November 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 note declarations of Members' interests
3	To confirm and sign the minutes of Village Hall Committee Meeting held on 7 September 2022 (attached)
4	To receive and consider and update about Warm PlaCEs project and the £250 award granted
5	To receive and consider a proposal to review booking fee for the Village Hall for any booking after 1 April 2023 (attached)
6	To note the date of the next Village Hall Committee Meeting – 18 January 2023 7:30PM

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



MINUTES of the meeting held on **Wednesday 7 September 2022**

In attendance: Cllrs Adams, Hancock, K Gibbs, Jones, McIntyre

Cllrs Ferguson¹, B Gibbs

ScG VH/22/1/1	To receive and consider apologies for absence²
	No apologies were received.
ScG VH/22/1/2	To elect the Chair and Deputy Chair
	RESOLVED: that Cllr McIntyre and Cllr Jones were elected Chair and Deputy Chair of the Village Hall Committee respectively
ScG VH/22/1/3	To note the Term of References for the Village Hall Committee
	Councillors NOTED the Term of References for the Village Hall Committee.
ScG VH/22/1/4	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
	RESOLVED: that Ms Clarke is appointed as non-Parish Councillor Member to the Committee
ScG VH/22/1/5	To note declarations of Members' interests
	No interest was raised.
ScG VH/22/1/6	To confirm and sign the minutes of Village Hall Committee Meeting held on 9 February 2022

¹ Left the meeting at 1948hrs

² Meeting started at 1947hrs

	RESOLVED: that the minutes of the Village Hall Committee Meeting held on 9 February 2022 are approved and signed as an accurate record
ScG VH/22/1/7	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	A member of the public sought clarification on: <ul style="list-style-type: none"> a. What noise guidance are given to Village Hall hirers b. Who is the immediate point of contact (caretaker) for complaint <p>Councillors addressed those questions.</p>
ScG VH/22/1/8	To consider the YTD financial position of the VH Committee
	Members NOTED the YTD financial position of the VH Committee. The Clerk briefed Councillors with regards to the VH Committee financial committee and highlighted the possible negative impact of inflation on some budget code.
ScG VH/22/1/9	To receive and consider an update with regard to the Village Hall occupancy
	Councillors NOTED the report.
ScG VH/22/1/10	To receive and consider a proposal to review the Village Hall booking fees and booking slots
	Cllr K Gibbs briefed Councillors with regards to a proposal to review booking fees and booking slots. Councillors NOTED the briefing. RESOLVED: that a recommendation is made to Full Council to review the VH weekend booking sessions as follow: <ul style="list-style-type: none"> - Saturday 9am-1pm, 2pm-6pm - Sunday 9am-1pm, 2pm-6pm - Exceptions could be made for regular booking
ScG VH/22/1/11	To receive and consider an update with regards to the Cheshire Connected Community Grant and Cheshire East Council Social Franchise
	The Clerk updated Councillors with regards to the Cheshire East Connected Community Grant of £1,000 that has been awarded and accepted. The

	<p>Clerk briefed Councillors with regards to the Cheshire East Council Social Franchise agreement that has been signed on behalf of the Parish Council.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the grant is accepted and spent on a PA System infrastructure available for all Village Hall hirers.</p>
<p>ScG VH/22/1/12</p>	<p>To receive and consider the following proposals</p> <ol 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
	<p>Councillors NOTED the proposals.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> a. That a checklist form to be completed by hirers after the use of the Village Hall is distributed to all hirers with instructions on how to leave the hall b. That n.3 mirrors are purchased to be fitted in the Village Hall toilets from the General Maintenance budget c. That the Village Hall First Aid Kit is updated d. That a ‘<i>NO vehicles to be left overnight</i>’ and a “<i>Please respect our neighbours</i>’ signs are displayed on the Village Hall gates e. That, due to the lack of storage facilities available in the Hall, the requests for storage from Nantwich Bridge Club and Children Music Classes are declined f. That Terms and Conditions of booking form are not reviewed
<p>ScG VH/22/1/13</p>	<p>To receive and consider an update with regards to the Internet provider at the Village Hall</p>
	<p>The Clerk briefed Members with regards to the new internet provider for the Village Hall. The contract was signed by the Clerk on behalf of the Parish Council as per the Committee ToR.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the new internet and Wi-Fi provider contract is approved</p>

ScG VH/22/1/14	To receive and consider an update with regards to marketing activities to promote the Village Hall, including direct mail marketing B2B and paid campaign on social media B2C
	<p>The Clerk updated Councillors with regards to the B2B and B2C marketing campaign to promote the Village Hall.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to progress with the marketing campaigns and to develop the VH hirer user journey on the Parish Council website, within the VH Committee – marketing budget</p>
ScG VH/22/1/15	To consider and inform the budget setting process for 2023/24 financial year
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the VH Committee DRAFT budget 2023/24 is recommended to Full Council for consideration subject to the following amendments:</p> <ul style="list-style-type: none">• Gas and electricity figures should be reviewed
ScG VH/22/1/16	To note the date of the next Village Hall Committee Meeting – 16 November 2022 7:30PM
	<p>The date of the next meeting of the Village Hall Committee Meeting is NOTED.</p>

Meeting Closed at 2228 hrs

Chair: Cllr McIntyre

Clerk: S Garnero



Report Statement

Meeting:	Village Hall Committee
Report Purpose:	To consider reviewing the Village Hall booking charges
Version Control:	v0
Author:	Clerk

1. Report Summary

The report provides Members with information regarding the current charges for the Village Hall booking.

2. Background

The Village Hall booking charges hadn't been increased for a couple of years until 2022 and still now they remain relatively cheaper compared to the rest of the market.

In 2022 fees were increased as follow:

- Weekday: £30/session (4 hours)
- Weekend: £40/session (4 hours)

With the following offers available for regular users and residents of Shavington-cum-Gresty Parish Council:

- Weekend session £30 for those who live in the Parish (weekend booking only)

And 16 weeks consecutive

The F&S Committee informally recommended to the VH Committee to review the Village Hall booking fees for 2023 to meet the £13,500 income target sets for 2023/24.

3. Position

The informal proposal from F&S Committee is to review the booking fees as follow:

- Weekday: £33/session (4 hours)
- Weekend: £50/session (4 hours)

With the following offers available for regular users and residents of Shavington-cum-Gresty Parish Council:



- Weekend session £35 for those who live in the Parish (weekend booking only)
- And 16 weeks consecutive (with concession the weekday session price will be £24.75)

Prices will be applied from 1 January 2023 for hiring after 1 April 2023.

This increase in price is aimed to break-even the sharp raise of energy and gas and improve the provision of cleaning service.

Below a benchmark of prices from other Community/Village Halls, to give members an overview of possible market competitors – please note: prices have been taken from the venues’ website-

	Hour cost	Session of 4 hours
Hough Village Hall	£ 15.00	£ 60.00
Wybunbury	£ 15.00	£45.00
Stapley Community Hall	£12.00	£48.00
Wistaston Memorial Hall & Community Centre	£14.00	£56 (£45 children parties in the weekend)
Worleston Village Hall	£ 15.00	£60.00
Betley Village Hall	£21 resident/£24 non-resident/£12.50 non-commercial regular users/£27.50 commercial business users	
Yoxall Village Hall Haslington	£5.50 charity/£19.80 private hire and commercial hire/£18.70 regular commercial hire	
Barthomely Village Hall		children party under 13s £40

4. Sustainability Impact

Positive: fees need to be reviewed to match the increase in management costs

Negative: some costumers might not be able to afford the revised pricing, and might re-consider hiring the hall

5. Community Impact

Positive: the increase in prices aims to reach a break-even management system



6. Governance

Shavington-cum-Gresty Parish Council budget 2023/24

7. Financial Impact

Positive: aims to break-even the cost of the hall

Negative: some users might re-consider hiring the hall in favour of other cheaper options

8. Resource Impact

Parish Clerk and Community Manager time

9. Conclusions

Members are asked to consider the following options:

- a. Note the report, and agree to recommend to Full Council to review the Village Hall booking fees as detailed in the report for any bookings after 1 April 2023 taken from 1 January 2023
- b. Note the report, make some amendments, and agree to recommend to Full Council to review the Village Hall booking fees for any bookings after 1 April 2023 taken from 1 January 2023
- c. Note the report, agree not to make any recommendation to Full Council to review the booking fees. In the understanding that this will mean not meeting the target set in the draft budget 2023/24

10. Consideration Sought

That a recommendation is made to Full Council to review the booking fees.