



SHAVINGTON  
CUM  
GRE~~STY~~

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

Main Road,  
Shavington, Crewe  
CW2 5DP

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

17 January 2023

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 **1PM** on **Tuesday 24 January 2023** 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 9 February 2022 ( <b>attached</b> )
4	<b>Public Participation</b> <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To consider the YTD financial position of the VH Committee ( <b>attached</b> )
6	To receive and consider an update regarding the Village Hall occupancy rate ( <b>attached</b> )

7	To receive and consider proposals to review the arrangements in place for the VH waste collection ( <b>attached</b> )																											
8	<p>To note and consider the VH hiring prices and sessions from 1 April 2023 listed below:</p> <table data-bbox="399 403 1292 828"> <tr> <td data-bbox="399 403 766 448">Monday-Friday</td> <td data-bbox="766 403 1197 448">8.00 am – 12 noon</td> <td data-bbox="1197 403 1292 448">£33</td> </tr> <tr> <td></td> <td data-bbox="766 448 1197 492">1.00 pm – 5.00 pm</td> <td data-bbox="1197 448 1292 492">£33</td> </tr> <tr> <td></td> <td data-bbox="766 492 1197 537">6.00 pm – 10.00 pm</td> <td data-bbox="1197 492 1292 537">£33</td> </tr> <tr> <td data-bbox="399 560 766 604">Saturday</td> <td data-bbox="766 560 1197 604">9.00 am – 1.00 pm</td> <td data-bbox="1197 560 1292 604">£50</td> </tr> <tr> <td></td> <td data-bbox="766 604 1197 649">2.00 pm – 6.00 pm</td> <td data-bbox="1197 604 1292 649">£50</td> </tr> <tr> <td></td> <td data-bbox="766 649 1197 694">7.00 pm – 11.00 pm*</td> <td data-bbox="1197 649 1292 694">£75</td> </tr> <tr> <td data-bbox="399 716 766 761">Sunday</td> <td data-bbox="766 716 1197 761">9.00 am – 1.00 pm</td> <td data-bbox="1197 716 1292 761">£50</td> </tr> <tr> <td></td> <td data-bbox="766 761 1197 806">2.00 pm – 6.00 pm</td> <td data-bbox="1197 761 1292 806">£50</td> </tr> <tr> <td></td> <td data-bbox="766 806 1197 851">7.00 pm – 11.00 pm*</td> <td data-bbox="1197 806 1292 851">£35</td> </tr> </table> <p data-bbox="207 851 1404 929">* Saturday 7pm-11pm and Sunday 7pm-11pm sessions are available to Shavington-cum-Gresty residents only.</p> <ul data-bbox="255 963 1420 1131" style="list-style-type: none"> <li>- Weekend session £35 for those who live in the Shavington-cum-Gresty Parish (weekend booking only. Excluding Saturday 7.00pm – 11.00pm.)</li> <li>- 16 weeks consecutive booking block at the cost of 12 weeks for regular users (weekday only).</li> </ul>	Monday-Friday	8.00 am – 12 noon	£33		1.00 pm – 5.00 pm	£33		6.00 pm – 10.00 pm	£33	Saturday	9.00 am – 1.00 pm	£50		2.00 pm – 6.00 pm	£50		7.00 pm – 11.00 pm*	£75	Sunday	9.00 am – 1.00 pm	£50		2.00 pm – 6.00 pm	£50		7.00 pm – 11.00 pm*	£35
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Sunday	9.00 am – 1.00 pm	£50																										
	2.00 pm – 6.00 pm	£50																										
	7.00 pm – 11.00 pm*	£35																										
9	To receive and consider an update with regards to the Cheshire Connected Community Grant and Cheshire East Council Social Franchise. And to consider proposals for a speaker system to be installed in the main hall ( <b>attached</b> )																											
10	To receive an update with regards to the Warm PlaCEs programme																											
11	To receive and consider a VH booking emergency plan ( <b>attached</b> )																											
12	To receive and consider a proposal for a jazz evening to raise money for the Village Hall																											

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



## **MINUTES of the Extra-Ordinary meeting held on** **Wednesday 2 November 2022**

In attendance: Cllrs Adams, K Gibbs, Jones, McIntyre  
Ms Clarke

<b>ScG VH/22/2/1</b>	<b>To receive and consider apologies for absence</b>
	Apologies were received and accepted from Cllr Hancock.
<b>ScG VH/22/2/2</b>	<b>To note declarations of Members' interests</b>
	No interest was raised.
<b>ScG VH/22/2/3</b>	<b>To confirm and sign the minutes of Village Hall Committee Meeting held on 7 September 2022</b>
	<b>RESOLVED:</b> that the minutes of the Village Hall Committee Meeting held on 7 September 2022 are approved and signed as an accurate record.
<b>ScG VH/22/2/4</b>	<b>To receive and consider and update about Warm PlaCEs project and the £250 award granted</b>
	The Clerk updated Members with regards to the award of £250 from the Warm PlaCEs programme.  Members <b>NOTED</b> the update.  <b>RESOLVED:</b> that the programme led by the Community Manager is approved.
<b>ScG VH/22/2/5</b>	<b>To receive and consider a proposal to review booking fee for the Village Hall for any booking after 1 April 2023</b>
	Members <b>NOTED</b> the report.  <b>RESOLVED:</b> that a recommendation is made to Full Council to review the Village Hall booking fees as detailed in the report circulated, for bookings

	from 1 April 2023 (taken from 1 January 2023). This is subject to a review being made in April 2023 by the Village Hall Committee to check the market response.
<b>ScG VH/22/2/6</b>	<b>To note the date of the next Village Hall Committee Meeting – 18 January 2023 7:30PM</b>
	The date of the next meeting of the Village Hall Committee Meeting is <b>NOTED.</b>

Meeting Closed at 1959 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

DRAFT

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

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

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	25/05/2022	SI-2232	ScG/22/02/1	Parish Council Mai	13569311	Cleaning Village Hall	Crystal Clean	S	43.00	8.60	51.60
<b>Subtotal for Code: Suppliers</b>									<b>£43.00</b>	<b>£8.60</b>	<b>£51.60</b>

**Code Number 34 Cleaning Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	25/05/2022	SI-2232	ScG/22/02/1	Parish Council Mai	13569182	Cleaning Village Hall	Crystal Clean	S	420.00	84.00	504.00
69	17/06/2022	SI-2269	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	SI-2321	ScG/22/04/1	Parish Council Mai	15092652	VH cleaning	Crystal Clean	S	403.00	80.60	483.60
138	22/08/2022	SI-2341	ScG/22/04/1	Parish Council Mai	15916697	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
180	13/09/2022	SI-2376	ScG/22/04/1	Parish Council Mai	16606249 (1653	VH cleaning	Crystal Clean	S	474.55	94.91	569.46
209	11/10/2022	SI-2418	ScG/22/05/1	Parish Council Mai	17690773	VH cleaning	Crystal Clean	S	360.00	72.00	432.00
259	15/11/2022	SI-2443	ScG/22/05/1	Parish Council Mai	18393916	Cleaning Village Hall	Crystal Clean	S	460.00	92.00	552.00
331	06/12/2022	SI-2491		Parish Council Mai	19695770	Cleaning Village Hall	Crystal Clean	S	416.50	83.30	499.80
332	03/01/2023	SI-2513		Parish Council Mai	19696847	Cleaning Village Hall	Crystal Clean	S	390.00	78.00	468.00
<b>Subtotal for Code: Cleaning Service</b>									<b>£3,704.05</b>	<b>£740.81</b>	<b>£4,444.86</b>

**Code Number 35 Gas supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	20/04/2022	717593628	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	956866356	ScG/22/02/1	Parish Council Mai	Direct Debit	British Gas Village Hall	British Gas	X	210.57		210.57
101	29/06/2022	955894638	ScG/22/04/1	Parish Council Mai	Direct Debit	Gas Village Hall	British Gas	L	35.88	1.79	37.67
110	20/07/2022	954926465	ScG/22/04/1	Parish Council Mai	Direct Debit	Gas Village Hall	British Gas	L	53.44	2.67	56.11
178	13/09/2022	956897805	ScG/22/04/1	Parish Council Mai	Direct Debit	VH gas	British Gas	L	38.98	1.94	40.92
247	19/10/2022	718515854	ScG/22/05/1	Parish Council Mai	Direct Debit	British Gas Village Hall	British Gas	Z	33.96		33.96
254	15/11/2022	955942523	ScG/22/05/1	Parish Council Mai	Direct Debit	Gas Village Hall	British Gas	L	106.79	5.33	112.12
305	16/11/2022	718717970		Parish Council Mai		VH gas	British Gas	L	78.73	3.93	82.66
<b>Subtotal for Code: Gas supply</b>									<b>£831.65</b>	<b>£29.32</b>	<b>£860.97</b>

**Code Number 36 Power supply**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
72	04/04/2022	693004015853	ScG/22/03/1	Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
73	04/04/2022	VOID		Parish Council Mai	VOID	Scottish Power	Scottish Power	L			
102	01/06/2022	689004075694	ScG/22/04/1	Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
131	21/06/2022	690004121213	ScG/22/04/1	Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
188	01/08/2022		ScG/22/04/1	Parish Council Mai	Direct Debit	VH Electricity	Scottish Power	X	139.54		139.54
204	01/10/2022	697004245202	ScG/22/05/1	Parish Council Mai	Direct Debit	Scottish Power	Scottish Power	Z	139.54		139.54
210	01/09/2022	Direct debit wit	ScG/22/05/1	Parish Council Mai	Direct Debit	Scottish Power DD	Scottish Power	X	139.54		139.54
292	01/11/2022			Parish Council Mai		Scottish Power DD	Scottish Power	X	139.54		139.54
335	01/12/2022	Monthly DD £1		Parish Council Mai	Direct Debit	Scottish Power £139.54 DD	Scottish Power	Z	139.54		139.54

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

						Subtotal for Code:	Power supply	£1,116.32	£1,116.32		
Code Number	37 Fire equipment										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
249	15/11/2022	5473183	ScG/22/05/1	Parish Council Mai	18393660	Fire equipment and light service	North Staffs Fire	S	207.30	41.46	248.76
						Subtotal for Code:	Fire equipment	£207.30	£41.46	£248.76	
Code Number	38 Wi-Fi Service										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	09/04/2022	EC20756647	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	EC20760439	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	EC20764052	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	EC20767610	ScG/22/04/1	Parish Council Mai	Direct Debit	Wifi Village Hall	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
141	17/08/2022	EC20771154	ScG/22/04/1	Parish Council Mai	Direct Debit	Village Hall wi-fi	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
165	13/09/2022	EC20777320	ScG/22/04/1	Parish Council Mai	Direct Debit	VH wi-fi	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
206	09/10/2022	EC20780792	ScG/22/05/1	Parish Council Mai	Direct Debit	Wifi Village Hall	GCI Network Solutions Limited trading	S	56.50	11.30	67.80
252	15/11/2022	EC20784214	ScG/22/05/1	Parish Council Mai	Direct Debit	VH internet	GCI Network Solutions Limited trading	S	59.62	11.92	71.54
304	14/11/2022	M003 67		Parish Council Mai		Phone and broadband	BT	S	61.95	12.39	74.34
						Subtotal for Code:	Wi-Fi Service	£517.05	£103.41	£620.46	
Code Number	39 Online booking system										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	25/04/2022	16A3AC5-0040	ScG/22/03/1	Parish Council Mai	Direct Debit	Village Hall booking service	Skedda	X	23.24		23.24
78	25/05/2022	16A3AC5-0041	ScG/22/03/1	Parish Council Mai	CARD	Village Hall booking service	Skedda	X	23.89		23.89
105	27/06/2022	16A3AC5-0042	ScG/22/04/1	Parish Council Mai	Direct Debit	Village Hall booking service	Skedda	X	24.30		24.30
135	25/07/2022	16A3AC5-0043	ScG/22/04/1	Parish Council Mai	CARD	Village Hall booking service	Skedda	X	25.00		25.00
192	25/08/2022	16A3AC5-0044	ScG/22/04/1	Parish Council Mai	Direct Debit	VH booking system	Skedda	E	25.34		25.34
218	26/09/2022	16A3AC5-0045	ScG/22/05/1	Parish Council Mai	CARD	VH booking system	Skedda	X	27.29		27.29
248	25/10/2022	16A3AC5-0046	ScG/22/05/1	Parish Council Mai	Direct Debit	Village Hall booking service	Skedda	X	26.47		26.47
303	25/11/2022	16A3AC5-0047		Parish Council Mai		Online booking system	Skedda	X	24.74		24.74
340	25/12/2022	16A3AC5-0048		Parish Council Mai	Direct Debit	VH booking system	Skedda	X	24.81		24.81
						Subtotal for Code:	Online booking system	£225.08		£225.08	
Code Number	40 Hygine service										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	06/04/2022	21811	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	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	27/04/2022	uu-INV074418	ScG/22/01/1	Parish Council Mai	12809168	Water Village Hall	Water Plus	Z	188.36		188.36
44	25/05/2022	uu-INV075338	ScG/22/02/1	Parish Council Mai	13569740	Water Village Hall	Water Plus	Z	168.32		168.32
96	17/06/2022	uu-INV076543	ScG/22/03/1	Parish Council Mai	14198135	Water Village Hall	Water Plus	Z	187.90		187.90
119	20/07/2022	uu-INV077603	ScG/22/04/1	Parish Council Mai	15093469	VH water	Water Plus	X	179.87		179.87
136	22/08/2022	uu-INV078715	ScG/22/04/1	Parish Council Mai	15917372	Water Village Hall	Water Plus	Z	187.90		187.90

**Shavington-cum-Gresty Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

198	21/09/2022	uu-INV079783:	ScG/22/04/1	Parish Council Mai	16766440	Water Village Hall	Water Plus	Z	187.90	187.90
221	13/10/2022	wp-INV000500	ScG/22/05/1	Parish Council Mai	17691141	Water Village Hall	Water Plus	Z	179.87	179.87
261	15/11/2022	wp-INV003424	ScG/22/05/1	Parish Council Mai	18394062	Water Village Hall	Water Plus	Z	190.78	190.78
334	13/12/2022	wp-INV006341		Parish Council Mai	19695985	Water Village Hall	Water Plus	Z	197.18	197.18
Subtotal for Code: Water supply									£1,668.08	£1,668.08

**Code Number 42 Waste collection**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	01/04/2022	1151094	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	1168222	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	VOID		Parish Council Mai	VOID	VOID	ASH Waste	X			
62	14/06/2022	1181740	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	1195951	ScG/22/04/1	Parish Council Mai	Direct Debit	Village Hall waste collection	ASH Waste Services	S	71.82	14.36	86.18
127	01/08/2022	1212847	ScG/22/04/1	Parish Council Mai	Direct Debit	Village Hall waste collection	ASH Waste Services	S	119.48	23.90	143.38
166	13/09/2022	1230636	ScG/22/04/1	Parish Council Mai	Direct Debit	VH waste	ASH Waste Services	S	71.62	14.32	85.94
207	11/10/2022	1247675	ScG/22/05/1	Parish Council Mai	Direct Debit	VH waste service	ASH Waste Services	S	103.45	20.69	124.14
233	28/10/2022	1263290	ScG/22/05/1	Parish Council Mai	Direct Debit	Waste collection VH	ASH Waste Services	S	77.06	15.41	92.47
301	01/12/2022	1278647		Parish Council Mai		Waste collection VH	ASH Waste Services	S	110.74	22.15	132.89
326	05/01/2023	1296297		Parish Council Mai	Direct Debit	VH waste service	ASH Waste Services	S	82.12	16.42	98.54
Subtotal for Code: Waste collection									£887.38	£177.46	£1,064.84

**Code Number 44 Call minding service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	12/04/2022	CYM99608	ScG/22/01/1	Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	158.14	31.62	189.76
61	14/06/2022	CYM102115	ScG/22/03/1	Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	108.35	21.67	130.02
106	20/07/2022	CYM103319	ScG/22/04/1	Parish Council Mai	Direct Debit	Voice message service	Cymphony	S	77.16	15.43	92.59
139	17/08/2022	CYM104515	ScG/22/04/1	Parish Council Mai	Direct Debit	Village Hall answer machine service	Cymphony	S	61.60	12.32	73.92
160	11/09/2022	CYM105696	ScG/22/04/1	Parish Council Mai	Direct Debit	VH answer machine service	Cymphony	S	106.27	21.25	127.52
202	01/10/2022	CYM106857	ScG/22/05/1	Parish Council Mai	Direct Debit	Minding service	Cymphony	S	133.46	26.69	160.15
250	15/11/2022	CYM108014	ScG/22/05/1	Parish Council Mai	Direct Debit	Minding service	Cymphony	S	34.61	6.92	41.53
306	01/12/2022	CYM109154		Parish Council Mai		Call Minding Village Hall	Cymphony	S			
Subtotal for Code: Call minding service									£679.59	£135.90	£815.49

**Code Number 47 General Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	27/04/2022	18531008655	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	91002361	ScG/22/01/1	Parish Council Mai	BACS	Non-Domestic Rate demand 2022/23	Cheshire East Council	X			
23	05/05/2022	receipt attache	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	receipt attache	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	receipt attache	ScG/22/02/1	Parish Council Mai	13570082	Cllr McIntyre refund - VH repairs	G McIntyre	X	1.05		1.05
59	02/06/2022	102196	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	INV-GB-14864	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	9000006669	ScG/22/04/1	Parish Council Mai	Card	VH Toilet splashback	Sheet Plastics	S	31.33	6.27	37.60

**Shavington-cum-Gresty Parish Council**  
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**(Between 01-04-2022 and 11-01-2023)**

159	25/08/2022	9124449	ScG/22/04/1	Parish Council Mai	CARD	VH mop	Viking	S	8.88	1.78	10.66
181	02/08/2022	43597	ScG/22/04/1	Parish Council Mai	CARD	Royal Images	Royal Images	S	116.01	23.20	139.21
201	27/09/2022	HY-693572411	ScG/22/05/1	Parish Council Mai	CARD	VH Bathroom mirrors	Wickes	S	53.25	10.65	63.90
212	10/09/2022	GB25MV6VPA	ScG/22/05/1	Parish Council Mai	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	26.49	5.31	31.80
214	16/09/2022	INV-GB-14057	ScG/22/05/1	Parish Council Mai	CARD	VH signs	KPCM Display LTD	S	5.65	1.13	6.78
215	16/09/2022	GB25RX75KAI	ScG/22/05/1	Parish Council Mai	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	4.87	0.97	5.84
216	16/09/2022	DOC-1262460	ScG/22/05/1	Parish Council Mai	CARD	St John Ambulance Statutory 20-Persor	John F Mullins	X	26.99		26.99
217	16/09/2022	GB25RQS0CA	ScG/22/05/1	Parish Council Mai	CARD	VH signs	Amazon EU S.a r.l. UK Branch	S	20.70	4.14	24.84
263	15/11/2022	Attached claim	ScG/22/05/1	Parish Council Mai	18392856	S Garnero refund	S Garnero	X	46.50		46.50
271	16/11/2022	1122A1042079	ScG/22/05/1	Parish Council Mai	CARD	Monument Tools Manhole Keys	ScrewFix Direct Ltd	S	8.32	1.67	9.99
307	17/11/2022	18531011013		Parish Council Mai	19695712	Emergency repairs Unblock sewage	Mark Everill Ltd	S	130.00	26.00	156.00
333	13/12/2022	102243		Parish Council Mai	19696622	Village Hall - outside lights check	Mick Ascroft	X	128.00		128.00

Subtotal for Code: General Maintenance      £1,034.23      £163.12      £1,197.35

**Code Number      48 Hall hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	25/05/2022	SI-2232	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

**Code Number      58 Warm PlaCEs**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
342	08/01/2023	VOID		Village Hall A/C		VOID	Shavington-cum-Gresty Parish Council	X			

Subtotal for Code: Warm PlaCEs

Subtotal for Cost Centre: Village Hall Committee      11,491.39      1,515.61      13,007.00

**TOTALS . . . . .      £11,491.39      £1,515.61      £13,007.00**



**Shavington-cum-Gresty Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

**Cost Centre Village Hall Committee****Code Number 47 General Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
90	13/10/2022	Insurance Clair		Village Hall A/C	BACS	Insurance claim - 11 missing tables	Hiscox	X	1,059.00		1,059.00
Subtotal for Code: General Maintenance									£1,059.00		£1,059.00

**Code Number 48 Hall hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2022	2022-2023/169		Village Hall A/C	BACS	Village Hall booking service	Katarina Antusova	X	60.00		60.00
3	11/04/2022	2022-2023/170		Village Hall A/C	BACS	Village Hall booking service	Filip Kotlar	X	155.00		155.00
4	14/04/2022	2022-2023/171		Village Hall A/C	BACS	Village Hall booking service	Lucille Bickerton	X	30.00		30.00
5	19/04/2022	2022-2023/172		Village Hall A/C	BACS	Village Hall booking service	Rebecca Lomax	X	40.00		40.00
6	21/04/2022	2022-2023/173		Village Hall A/C	BACS	Village Hall booking service	Cheshire East Council	X	60.00		60.00
7	25/04/2022	2022-2023/174		Village Hall A/C	BACS	Village Hall booking service	Lucy Edwards	X	30.00		30.00
8	26/04/2022	2022-2023/175		Village Hall A/C	BACS	Village Hall booking service	Lindsay Robbins	X	30.00		30.00
21	03/05/2022	2022-2023/177		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Kevin Rendell	X	30.00		30.00
22	18/05/2022	2022-2023/178		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Hayley Barber	X	30.00		30.00
23	25/05/2022	2022-2023/179		Village Hall A/C	BACS	Shavington-cum-Gresty Village Hall boc	Shine Bright Foundation	X	60.00		60.00
24	12/07/2022	2022-2023/179		Village Hall A/C	15101412	Shavington-cum-Gresty Village Hall boc	Shine Bright Foundation	X	-30.00		-30.00
25	21/06/2022	2022-2023/180		Village Hall A/C	cheque	Village Hall booking service	u3a (Bridge)	X	360.00		360.00
26	10/06/2022	2022-2023/181		Village Hall A/C	BACS	Village Hall booking service	Francesca Cain	X	360.00		360.00
27	11/06/2022	2022-2023/182		Village Hall A/C	BACS	Village Hall booking service	Stephen Davies	X	30.00		30.00
28	16/06/2022	2022-2023/183		Village Hall A/C	BACS	Village Hall booking service	Sandra Chalker	X	30.00		30.00
29	23/06/2022	2022-2023/184		Village Hall A/C	BACS	Village Hall booking service	Kim Fowles	X	30.00		30.00
30	27/06/2022	2022-2023/185		Village Hall A/C	BACS	Village Hall booking service	Samantha Johnson	X	30.00		30.00
31	27/06/2022	2022-2023/186		Village Hall A/C	BACS	Village Hall booking service	Martina Tomasova	X	155.00		155.00
37	04/07/2022	2022-2023/187		Village Hall A/C	BACS	Village Hall booking service	Sarah Doorbar	X	30.00		30.00
38	05/07/2022	2022-2023/188		Village Hall A/C	BACS	Village Hall booking service	Megan Booth	X	60.00		60.00
39	05/07/2022	2022-2023/189		Village Hall A/C	BACS	Village Hall booking service	Nantwich Bridge Club	X	60.00		60.00
40	08/07/2022	2022-2023/190		Village Hall A/C	BACS	Village Hall booking service	Isabel Madondo	X	40.00		40.00
41	11/07/2022	2022-2023/191		Village Hall A/C	BACS	Village Hall booking service	Gillian Malam	X	30.00		30.00
42	15/07/2022	2022-2023/192		Village Hall A/C	BACS	Village Hall booking service	Adventure Babies	X	30.00		30.00
43	20/07/2022	2022-2023/193		Village Hall A/C	BACS	Village Hall booking service	RSPCA Crewe	X	40.00		40.00
44	26/07/2022	2022-2023/194		Village Hall A/C	BACS	Village Hall booking service	Katka Antusova	X	155.00		155.00
45	27/07/2022	2022-2023/195		Village Hall A/C	BACS	Village Hall booking service	Tim Morgan	X	40.00		40.00
46	05/08/2022	2022-2023/196		Village Hall A/C		Village Hall booking service	Beenish Asher	X	75.00		75.00
47	08/08/2022	2022-2023/197		Village Hall A/C		Village Hall booking service	Petr Tipan	X	80.00		80.00
48	09/08/2022	2022-2023/198		Village Hall A/C		Village Hall booking service	Hayley Barber	X	30.00		30.00
49	12/08/2022	2022-2023/199		Village Hall A/C		Village Hall booking service	Beenish Asher	X	40.00		40.00
50	15/08/2022	2022-2023/200		Village Hall A/C		Village Hall booking service	Sarah Dobson	X	40.00		40.00
51	16/08/2022	2022-2023/201		Village Hall A/C		Village Hall booking service	Gemma Crookes	X	360.00		360.00

**Shavington-cum-Gresty Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

52	18/08/2022	2022-2023/202	Village Hall A/C		Village Hall booking service	Sarah Mason	X	30.00	30.00
53	20/08/2022	2022-2023/203	Village Hall A/C		Village Hall booking service	Leila Griffiths	X	40.00	40.00
54	22/08/2022	VOID	Village Hall A/C	VOID	VOID	u3a (Bridge)	X		
55	22/08/2022	2022-2023/205	Village Hall A/C		Village Hall booking service	Lukas Rac	X	115.00	115.00
56	24/08/2022	2022-2023/206	Village Hall A/C		Village Hall booking service	Laura Gibbs	X	30.00	30.00
57	26/08/2022	2022-2023/207	Village Hall A/C		Village Hall booking service	Bethan Landon	X	30.00	30.00
58	29/08/2022	2022-2023/208	Village Hall A/C		Village Hall booking service	Abigail Maccioni	X	40.00	40.00
59	29/08/2022	2022-2023/209	Village Hall A/C		Village Hall booking service	Emma Senior	X	60.00	60.00
60	30/08/2022	2022-2023/210	Village Hall A/C		Village Hall booking service	Lewis Barlow	X	60.00	60.00
61	30/08/2022	2022-2023/211	Village Hall A/C		Village Hall booking service	Shelly Kettle	X	30.00	30.00
63	25/08/2022	2022-2023/212	Village Hall A/C		Village Hall booking service	u3a (Bridge)	X	720.00	720.00
64	21/09/2022	2022-2023/213	Village Hall A/C	16777170	Village Hall booking refund	Lukas Rac	X	-115.00	-115.00
65	02/09/2022	2022-2023/214	Village Hall A/C		Village Hall booking service	Monika Klyza	X	115.00	115.00
66	02/09/2022	2022-2023/215	Village Hall A/C		Village Hall booking service	Emma Kirk	X	40.00	40.00
67	02/09/2022	2022-2023/216	Village Hall A/C		Village Hall booking service	Emily Young	X	30.00	30.00
68	06/09/2022	2022-2023/217	Village Hall A/C		Village Hall booking service	Katy Davies	X	30.00	30.00
69	09/09/2022	2022-2023/218	Village Hall A/C		Village Hall booking service	Francesca Cain	X	120.00	120.00
70	13/09/2022	2022-2023/219	Village Hall A/C		Village Hall booking service	Claire Roberts	X	60.00	60.00
71	13/09/2022	2022-2023/220	Village Hall A/C		Village Hall booking service	Kimberly Green	X	40.00	40.00
72	14/09/2022	2022-2023/221	Village Hall A/C		Village Hall booking service	Hannah Morrey	X	30.00	30.00
73	16/09/2022	2022-2023/222	Village Hall A/C		Village Hall booking service	Julie Harris Dance	X	720.00	720.00
74	22/09/2022	2022-2023/223	Village Hall A/C		Village Hall booking service	Faye Thompson-Butt	X	360.00	360.00
75	23/09/2022	2022-2023/224	Village Hall A/C		Village Hall booking service	Abigail Maccioni	X	40.00	40.00
76	28/09/2022	2022-2023/225	Village Hall A/C		Village Hall booking service	Michael Beauchamp	X	30.00	30.00
80	03/10/2022	2022-2023/228	Village Hall A/C		Village Hall booking service	Jean Platt	X	30.00	30.00
81	03/10/2022	2022-2023/229	Village Hall A/C		Village Hall booking service	Nantwich Bridge Club	X	360.00	360.00
82	04/10/2022	2022-2023/230	Village Hall A/C		Village Hall booking service	Li Convey	X	30.00	30.00
83	16/10/2022	2022-2023/231	Village Hall A/C		Village Hall booking service	Harry Heath	X	30.00	30.00
84	19/10/2022	2022-2023/232	Village Hall A/C		Village Hall booking service	Kholil Miah	X	80.00	80.00
85	20/10/2022	2022-2023/233	Village Hall A/C		Village Hall booking service	Faye Thompson-Butt	X	720.00	720.00
86	21/10/2022	2022-2023/234	Village Hall A/C		Village Hall booking service	Ryan Moore	X	30.00	30.00
87	24/10/2022	2022-2023/236	Village Hall A/C		Village Hall booking service	Shavington Bridge Club	X	360.00	360.00
88	26/10/2022	2022-2023/237	Village Hall A/C		Village Hall booking service	Richard Worth	X	30.00	30.00
89	27/10/2022	2022-2023/226	Village Hall A/C		Village Hall booking	Reed Wellbeing – NHS Diabetes Prev	X	390.00	390.00
91	24/10/2022	2022-2023/235	Village Hall A/C		Village Hall booking service	Sally Martin	X	30.00	30.00
96	02/11/2022		Village Hall A/C		Shavington-cum-Gresty Village Hall boc	Francesca Cain	X	180.00	180.00
97	18/11/2022		Village Hall A/C		Shavington-cum-Gresty Village Hall boc	Bryony Pearson	X	30.00	30.00
98	19/11/2022		Village Hall A/C		Shavington-cum-Gresty Village Hall boc	Shelly Kettle	X	30.00	30.00
99	24/11/2022		Village Hall A/C		Shavington-cum-Gresty Village Hall boc	Faye Thompson-Butt	X	520.00	520.00
101	01/12/2022		Village Hall A/C		Shavington-cum-Gresty Village Hall boc	Gemma Crookes	X	360.00	360.00

**Shavington-cum-Gresty Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2022 and 11-01-2023)**

102	20/12/2022			Village Hall A/C		Shavington-cum-Gresty Village Hall boc Emma Froud Tina Cracknell	X	30.00		30.00	
103	29/12/2022			Village Hall A/C		Shavington-cum-Gresty Village Hall boc Lucian Bogdan	X	40.00		40.00	
<u>Subtotal for Code: Hall hire</u>								£8,535.00		£8,535.00	
<b>Code Number 57 CCC Franchise</b>											
<b>Vchr.</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
77	18/10/2022	RFPSOCIALFF		Village Hall A/C		CCC Franchise Grant	Cheshire East Council	X	1,000.00		1,000.00
<u>Subtotal for Code: CCC Franchise</u>								£1,000.00		£1,000.00	
<b>Code Number 58 Warm PlaCEs</b>											
<b>Vchr.</b>	<b>Date</b>	<b>Invoice No</b>	<b>Minute</b>	<b>Bank</b>	<b>Cheq. No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Vat Type</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
95	29/11/2022	RFPWARMPL/		Village Hall A/C		Warm PlaCEs Contribution	Cheshire East Council	Z	250.00		250.00
<u>Subtotal for Code: Warm PlaCEs</u>								£250.00		£250.00	
<u>Subtotal for Cost Centre: Village Hall Committee</u>								10,844.00		10,844.00	
<b><u>TOTALS . . . . .</u></b>								<b>£10,844.00</b>		<b>£10,844.00</b>	

Shavington-cum-Gresty, Village Hall Committee 24.01.2023 *Agenda* Item 6

**Report Statement**

Meeting: VH Committee, 24.01.2023

Report Purpose: to provide Councillors with VH occupancy data

Version Control: v1

Author: Clerk



Month	N. day sessions	TOTAL sessions Available	TOTAL sessions booked by ScG PC	TOTAL sessions booked by hirers	Occupancy %	Month income hirers	Month possible income for PC usage	Total income (PC usage + hirer usage)	Monthly target % (hirers)	Monthly target % (PC + hirers)
Apr-22	3	90	4	49	56.98%	£911.25	£60.00	£971.25	78.11%	83.25%
May-22	3	93	10	42	50.60%	£807.50	£150.00	£957.50	69.21%	82.07%
Jun-22	3	90	18	35	48.61%	£751.25	£270.00	£1,021.25	64.39%	87.54%
Jul-22	3	93	4	32	35.96%	£723.75	£60.00	£783.75	62.04%	67.18%
Aug-22	3	93	4	34	38.20%	£525.00	£60.00	£585.00	45.00%	50.14%
Sep-22	3	90	10	40	50.00%	£920.00	£345.00	£1,265.00	78.86%	108.43%
Oct-22	3	93	4	54	60.67%	£1,280.00	£90.00	£1,370.00	109.71%	117.43%
Nov-22	3	90	9	46	56.79%	£1,197.50	£277.50	£1,475.00	102.64%	126.43%
Dec-22	3	84	7	41	53.25%	£1,017.50	£225.00	£1,242.50	87.21%	106.50%

<b>TOTAL</b>	£8,133.75	<b>TOTAL (PC + hirers)</b>	£9,671.25
<b>Yearly target</b>	£14,000.00	<b>Yearly target</b>	£14,000.00
<b>Monthly target</b>	£1,166.67	<b>Monthly target</b>	£1,166.67
<b>Diffence %</b>	58.10%	<b>Diffence %</b>	69.08%



**SHAVINGTON**  
CUM  
**GRESTY**

## Report Statement

Meeting: VH Committee, 24.01.2023

Report Purpose: to present Councillors with a proposal for alternative arrangements with the waste collection supplier

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with proposals for alternative arrangements with the waste collection supplier for Members consideration.

### 2. Background

The PC has a contract in place with ASH Waste Services for the waste collection at the VH. The current arrangements with the supplier are for a fortnightly collection.

However, in the past months – due to an increase in the VH booking occupancy- we have experienced an exponential increase in the waste produced by hirers and users at the VH, and the biweekly collection has proven to be inadequate for the current use.

### 3. Position

The Clerk has renegotiated with the supplier new arrangements, and was given the two quotes below:

- 1 x WB1100 at £15 per lift with 10p rental and 10p duty of care charge on a fortnightly basis and 1 x WBMR at £10 per lift on the same rental price on a fortnightly schedule which comes to £59 plus VAT per month. However, a note for this would be that the PC might still risk further excess weight charges.
- 4 collections per month on a 30-day basis, this would be a calculable invoice cost of £121 plus VAT.

The current average monthly costs for waste collection (6-month period) is £95

### 4. Sustainability Impact

Nil

### 5. Community Impact

Positive: both options will avoid having bin bags left outside the collection bin in the VH car park



**SHAVINGTON**  
CUM  
**GRESTY**

## **6. Financial Impact**

Within budget.

Option 1 will cut the current waste collection bill

## **7. Resource Impact**

Clerk time

## **8. Conclusions**

Councillors are asked to note the report and to:

- a. Consider options, agreed on one of the two and instruct the Clerk to review the arrangements with the supplier accordingly
- b. Consider options, request alternatives
- c. Consider options, and agreed not to review the current arrangements with the supplier

## **9. Consideration Sought**

That the report is noted, and option 1 is agreed.



## Report Statement

Meeting: Village Hall Committee, 24.01.2023

Report Purpose: To present options for a PA system at Village Hall

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide options for the installation of a PA system at Shavington-cum-Gresty Village Hall

### 2. Background

On August 2022 the Village Hall was granted a sum of £1,000 from Cheshire East Council to be spent on publicly accessible digital equipment.

On the Village Hall Committee meeting held on 07.09.2022 (ScG VH/22/1/11) members accepted the grant and agreed to spend this on a speaker system available to all Village Hall users.

### 3. Position

Since then, the Clerk has approached n.3 different suppliers to request a quote for the installation of a system. Two of them weren't available to progress with the quote (due to the tight budget available), one of them submit a quote (attachment 1).

The quote 1 is for an installed speaker system with n.4 wall mounted speakers for a cost of £1,045+ VAT

In the meantime, the Clerk put together another quote for a rather more flexible option, for n.2 Bose S1 Pro-Multi Position PA system with Speaker stand for a total cost of £1,098 (Option 2)

Both options have positives and negatives, that have been highlighted below:

	Positive	Negative
<b>Option 1</b>	More secured Accessible to all users	Fixed, so less flexible in use





<b>Option 2</b>	Accessible to all users <sup>1</sup>  Flexible, and usable in a wide range of events and activities	Less secured
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#### **4. Community Impact**

Positive: users and hirers will have the opportunity to access to a speaker system while using the hall

#### **5. Governance**

ScG Parish Council Financial regulation

#### **6. Financial Impact**

Up to £1,100 (£1,000 grant + up to £200 from maintenance budget)

#### **7. Resource Impact**

Clerk and Members time

#### **8. Conclusions**

Members are asked to note the report and to consider:

- a. To approve one of the two options and instruct the Clerk to progress with the project
- b. To request more info
- c. Not to approve to progress with the project

#### **9. Consideration Sought**

That the most suitable option is approved, and the Clerk is instructed to progress with the project

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<sup>1</sup> This would be under the payment of a deposit of £100 that would be refunded if the PA system is returned in good state



# SHAVINGTON CUM GRESTY

## OPTION 2

Electric Guitars Acoustic Guitars Bass Guitars Drums & Percussion Pianos & Keyboards Orchestral Live Sound & Lighting Studio & Production DJ Equipment Home Audio

Home > Live Sound & Lighting > PA Systems > Portable PA Systems

### Bose S1 Pro Multi-Position PA System with Speaker Stand

**£549.00**  
20+ in stock  
Get it tomorrow  
(Select SATURDAY delivery in your basket)

Price Includes VAT @ 20%  
**SALE**

**ADD TO BASKET**

3-year warranty & 30-day money-back guarantee included ⓘ  
 Add a 10 year warranty: **£44.70** ⓘ  
Includes 60 day money back guarantee ⓘ

**Finance from £15.48 per month** (APR Rep. 14.90%)

**Spread your payment with Klarna. No fees.**



#### Key Features

- Up to 11 hours of playback using the rechargeable Li-Ion battery
- Position your S1 with precision with the included height-adjustable stand
- Bluetooth connectivity lets you seamlessly play music without cables
- Auto EQ and intelligent sensors optimise your sound in any position
- That signature Bose sound in a versatile and highly-portable design

Questions? Email [info@gear4music.com](mailto:info@gear4music.com) or call **0330 365 4444**

**Bose S1 Pro Multi-Position PA System with Speaker Stand Overview** **BOSE**

Turn up. Connect. Play. That's all it takes. Because with the Bose S1 Pro, you're not just getting a speaker. You're getting the legendary Bose performance and practicality that comes from years of dedication and passion.  
No cables? No problem. With built-in Bluetooth connectivity, streaming audio wirelessly from your playback device is quick and easy. Connecting microphones or instruments is simple too. Intuitive



<https://www.gear4music.com/PA-DJ-and-Lighting/Bose-S1-Pro-Multi-Position-PA-System-with-Speaker-Stand/2BTG>

Option 1





# Overtone Audio Visual

## Audio System Installation

### Proposal v2

Simona Garnero  
Shavington Cum Gresty Village Hall  
159 Main Road  
Shavington  
Crewe  
CW2 5DP

10<sup>th</sup> November 2022



# Overtone Audio Visual

## Who are Overtone Audio Visual?

Overtone Audio Visual offers bespoke luxury custom installation service with over 15 years' industry experience. We provide affordable service with excellent customer service. We work with customers to make their dreams a reality.

## How do we work?

At Overtone Audio Visual we offer a free of charge, no obligation site survey prior to preparing a proposal for any of our system designs. This ensures that we are able to properly understand our client's needs and enable us to recommend the perfect solution.

Upon acceptance of a proposal, we request a 50% deposit to secure your order, at which point we will also agree a suitable date & time to carry out the work.






When the system installation is complete and we've given you a full tutorial on getting the best use of your new technology, we request the final balance of 50%.

We remain contactable via phone, email or WhatsApp following your purchase to offer any support you may need.



# Overtone Audio Visual

## Product List

	Item List	Quantity
	Commercial Grade Wall Mounted 6.5" Speaker (Black)	4
	Commercial Grade 5-Channel Mixer Amplifier	1
	6U Lockable Cabinet	1
	Cables and connectors as required	1
	Installation and Fitting Service	1
	<b>Total:</b>	<b>£1230</b>
	<b>Discount Applied (15%)</b>	<b>-£184.50</b>
	<b>Adjusted Total</b>	<b>£1045.50</b>



# Overtone Audio Visual

## How to Make Payment

To accept this quote a 50% deposit of **£522.75** is payable with the remaining 50% **£522.75** due within 7 days of completion.

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### Payment information

Payment via Bacs (Bank Transfer)

**Account Name:** Overtone Audio Visual

**Bank/Sort Code:** 236972

**Account Number:** 31389939

**Payment reference:** ShavParish

Cash and payment in person using a Debit/Credit card also accepted.

### Terms and Conditions

- Prices are inclusive of VAT
- Payment must be received within 7 days of completed work
- Products and Installation guaranteed for 12 months



## Report Statement

Meeting: VH Committee, 24.01.2023

Report Purpose: to provide a draft VH booking emergency plan

Version Control: v1

Author: Clerk

### 1. Report Summary

The report aims to provide Councillors with a draft emergency plan to be activated in case any of the current arrangements of the VH booking system change or need to be immediately reviewed.

### 2. Background

Currently, the VH booking system is managed as follow:

- a. Cllr K Gibbs and Mrs Gibbs oversee the booking system
- b. The Clerk supports Cllr K Gibbs and Mrs Gibbs and oversees the financial aspect of the process
- c. Cllrs K Gibbs, McIntyre and Adams primarily deal with costumers and help opening and close the venue on weekends and weekdays

The user journey is summed up below:

- a. Costumer makes an enquires for availability either via email or phone
- b. The request is dealt by Cllr K Gibbs ad Mrs Gibbs, who check the VH availability, and address any questions raised by the costumer
- c. The customer is asked to fill the booking form and to complete the payment
- d. Once the payment is completed the slot is reserved
- e. On the day of the booking, the customer is welcomed on site by either Cllrs K Gibbs, McIntyre and Adams
- f. Invoices are issued at the end of each month

There are n.2 main types of bookings:

- a. Weekly regular bookings: low managements. Independent in accessing the venue. High value for money
- b. Weekend users: high management. Lower value for money

### 3. Position





**SHAVINGTON**  
CUM  
**GRESTY**

This report considers options in case of variations to the current booking process. Two main groups of risks are identified:

1. **Planned changes to the booking system**: this kind of scenario will be dealt with an ad hoc review of the whole process
2. **Unexpected/unforeseeable changes to the booking system**

With regards to the second main group risks, please see below a list of actions that will be implemented immediately by the Clerk:

- a. A meeting will be called immediately with the VH and F&S Chairs to assess the scenario and discuss immediate actions to take
- b. A communication will be shared with all Councillors to inform of the interim plans agreed with the Chairs
- c. **In case of a problem with the booking management**: the Clerk will temporarily oversee and manage all booking requests. New bookings might be suspended for a while, until the group of volunteers available to open/close the VH is confirmed, and availabilities of those members are taken. Priority will be given to regular users. This will impact on the Clerk availability to deliver other projects and activities.
- d. **In case of a problem with the group of volunteers available to open/close the VH**. A mail will be circulated to all Members to request new availability immediately. Clerk and Community Manager will cover any booking already confirmed if Members are not available to cover this. New booking might be suspended for a while until the group of volunteers to open/close the VH is confirmed, and availabilities of those members are taken. Priority will be given to regular users. Clerk and Community Manager will be refunded for extra miles and times.

#### **4. Governance**

Village Hall Committee ToR

#### **5. Financial Impact**

Both scenarios will impact the VH budget for a short term.

#### **6. Resource Impact**

Councillors, Clerk, Community Manager time

#### **7. Conclusions**

Members are asked to note this report and:

- a. To approve the Emergency plan detailed
- b. To make some amendment and approve the Emergency Plan detailed
- c. Not to approve the Emergency plan detailed

#### **8. Consideration Sought**

That the report is noted, and the Emergency plan is approved