

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> |

| | |
|--|---|
| <p>ScG VH/22/1/14</p> | <p>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> |
| | <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> |
| <p>ScG VH/22/1/15</p> | <p>To consider and inform the budget setting process for 2023/24 financial year</p> |
| | <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 |
| <p>ScG VH/22/1/16</p> | <p>To note the date of the next Village Hall Committee Meeting – 16 November 2022 7:30PM</p> |
| | <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