



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

13 July 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 **7:30PM** on **Wednesday 19 July 2023** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To elect the Chair and Deputy Chair
2	To receive and consider apologies for absence
3	To note declarations of Members' interests
4	To note the terms of reference for the Village Hall Committee (attached)
5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
6	To confirm and sign the minutes of the Village Hall Committee Meeting hold on 24 January 2023 (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 receive and consider the YTD financial position of the Village Hall Committee (attached)
9	To receive and consider an update regarding the Village Hall occupancy rate (attached)
10	To receive and consider an update on the window cleaning's arrangement
11	To receive and consider a proposal from WI for a new parish textile map to be displayed in the Village Hall
12	To receive and consider remedial works needed at Village Hall
13	To note the date of the next Village Hall Committee Meeting – 11 October 2023 7:30PM



Report Statement

Meeting: Village Hall Committee

Report Purpose: To present Committee ToR

Version Control: v1

Author: Clerk

1. Report Summary

The report presents the Committee ToR for 2023/24

2. Background

On 17 May 2023 the Parish Council approved the Committees Term of References.

3. Position

Members are asked to note the Committee Term of Reference for 2023/24

4. Governance

ScG Parish Council Standing Order
LGA 1972

5. Financial Impact

None

6. Resource Impact

None

7. Wards Affected

All

8. Conclusions

Members are asked to note the Committee Term of Reference.



VILLAGE HALL COMMITTEE

Approved by Shavington cum Gresty Parish Council on 17.05.2023

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5 Members of the Authority		Quorum 3
Meeting will take place every 4 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 use of the Shavington Primary School's Car park (main road).	



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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



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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.

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



MINUTES of the meeting held on
Tuesday 24 January 2023

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

ScG VH/22/3/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllr Jones and Ms Clarke
ScG VH/22/3/2	To note declarations of Members' interests
	No interest was raised.
ScG VH/22/3/3	To confirm and sign the minutes of Village Hall Committee Meeting held on 2 November 2022
	RESOLVED: that the minutes of the Extra-Ordinary Village Hall Committee Meeting held on 2 November 2022 are approved and signed as an accurate record.
ScG VH/22/3/4	Public Participation
	<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/22/3/5	To consider the YTD financial position of the VH Committee
	The Clerk briefed Members with regards to the YTD financial position of the VH Committee and highlighted the following cost codes that are going to show an over expenditure position at the end of the financial year due to the raised inflations:

	<p>35. Gas supply, 36. Power supply, 41. Water supply, 42. Waste collection.</p> <p>Councillors NOTED the update.</p>																					
ScG VH/22/3/6	To receive and consider an update regarding the Village Hall occupancy rate																					
	Members NOTED the report.																					
ScG VH/22/3/7	To receive and consider proposals to review the arrangements in place for the VH waste collection																					
	<p>Members NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to renegotiate the current arrangements with the supplier on behalf of the Parish Council. And that option 1 is identified as preferred option</p>																					
ScG VH/22/3/8	<p>To note and consider the VH hiring prices and sessions from 1 April 2023 listed below:</p> <table style="margin-left: 40px;"> <tr> <td rowspan="3">Monday-Friday</td> <td>8.00 am – 12 noon</td> <td style="text-align: right;">£33</td> </tr> <tr> <td>1.00 pm – 5.00 pm</td> <td style="text-align: right;">£33</td> </tr> <tr> <td>6.00 pm – 10.00 pm</td> <td style="text-align: right;">£33</td> </tr> <tr> <td rowspan="3">Saturday</td> <td>9.00 am – 1.00 pm</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>2.00 pm – 6.00 pm</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>7.00 pm – 11.00 pm*</td> <td style="text-align: right;">£75</td> </tr> <tr> <td rowspan="3">Sunday</td> <td>9.00 am – 1.00 pm</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>2.00 pm – 6.00 pm</td> <td style="text-align: right;">£50</td> </tr> <tr> <td>7.00 pm – 11.00 pm*</td> <td style="text-align: right;">£35</td> </tr> </table> <p>* Saturday 7pm-11pm and Sunday 7pm-11pm sessions are available to Shavington-cum-Gresty residents only.</p> <ul style="list-style-type: none"> - Weekend session £35 for those who live in the Shavington-cum-Gresty Parish (weekend booking only. Excluding Saturday 7.00pm – 11.00pm.) - 16 weeks consecutive booking block at the cost of 12 weeks for regular users (weekday only). 	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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	<p>Members NOTED the current VH hiring prices and sessions from 1 April 2023.</p> <p>RESOLVED: that a recommendation is made to Full Council to keep the fee for Saturday night session (7pm-11pm) at £75. And that the restriction of use of the Village Hall to residents only on Saturday and Sunday night is removed from 1 April 2023</p>
<p>ScG VH/22/3/9</p>	<p>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</p>
	<p>The Clerk briefed Councillors with regards to the CCC grant and presented proposals for a speaker system to be installed in the main hall. It was NOTED that the quote for option 2 has been reviewed to £1,033 +VAT due to an increase in price of the speakers.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: that the Clerk is instructed to progress with option 2 for the purchase of n.2 speakers to be installed in the main hall.</p> <p>RESOLVED: that the Clerk is delegated to review the VH booking agreement and include a clause to hire the speakers (with a refundable deposit of £100)</p>
<p>ScG VH/22/3/10</p>	<p>To receive an update with regards to the Warm PlaCEs programme</p>
	<p>The Clerk updated Councillors with regards to the Warm PlaCEs programme.</p> <p>It was NOTED that there are still £69.50 left on the Warm PlaCEs budget provided by CEC.</p> <p>RESOLVED: that, given the success of the three sessions run, an extra session of the Warm PlaCEs will be held on 5 Feb 1-4PM</p>
<p>ScG VH/22/3/11</p>	<p>To receive and consider a VH booking emergency plan</p>
	<p>The Clerk briefed Members with regards to the VH booking emergency plan.</p> <p>Members NOTED the report.</p> <p>RESOLVED: that the plan is approved.</p>

ScG VH/22/3/12	To receive and consider a proposal for a jazz evening to raise money for the Village Hall
	<p>Cllr K Gibbs updated Councillors with regards to the proposal.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that the idea is further investigate for a Saturday night event in June</p>

Meeting Closed at 14:21 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

DRAFT

Summary of Receipts and Payments

Cost Centre 5

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	14.17	285.83	285.83 (95%)
34	Cleaning Service				5,100.00	1,216.00	3,884.00	3,884.00 (76%)
35	Gas supply				4,450.00	621.70	3,828.30	3,828.30 (86%)
36	Power supply				1,500.00	363.00	1,137.00	1,137.00 (75%)
37	Fire equipment				300.00		300.00	300.00 (100%)
39	Online booking system				300.00	250.16	49.84	49.84 (16%)
40	Hygine service				700.00	567.24	132.76	132.76 (18%)
41	Water supply				3,000.00	530.33	2,469.67	2,469.67 (82%)
42	Waste collection				1,680.00	219.53	1,460.47	1,460.47 (86%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
47	General Maintenance				1,500.00	110.00	1,390.00	1,390.00 (92%)
48	Hall hire	13,500.00	4,627.48	-8,872.52		11.00	-11.00	-8,883.52 (-65%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	4,627.48	-14,872.52	19,080.00	3,903.13	15,176.87	304.35 (0%)

Summary

NET TOTAL	19,500.00	4,627.48	-14,872.52	19,080.00	3,903.13	15,176.87	304.35 (0%)
V.A.T.					456.45		
GROSS TOTAL		4,627.48			4,359.58		

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)
May-23	3	93	6	64	73.56%	£1,937.75	£134.00	£2,071.75	172.24%	184.16%
Jun-23	3	90	5	62	72.94%	£1,723.00	£160.00	£1,883.00	153.16%	167.38%
Jul-23										
Aug-23										
Sep-23										
Oct-23										
Nov-23										
Dec-23										
Jan-24										
Feb-24										
Mar-24										
Apr-24										

TOTAL	£3,660.75
Yearly target	£13,500.00
Monthly target	£1,125.00
Diffence %	27.12%