



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

25 January 2024

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 **6:30PM** on **Wednesday 31 January 2024** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

Please note: any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email clerk@shavingtononline.co.uk or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

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 the Village Hall Committee Meeting held on 11 October 2023 (attached)
4	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive and consider an update regarding the Village Hall occupancy rate (attached)
6	To receive and consider the YTD financial position of the Village Hall Committee (attached)
7	To receive and consider a proposal for granting community use of the hall as part of Shavington-cum-Gresty Well-Being Wednesdays (pending successful funding) (attached)
8	To receive and consider a proposal to apply to the Improved, Greener, Communities Fund led by Cheshire East Council for the refurbishment of the Village Hall Kitchen (attached)
9	To receive and consider a request from Shavington Village Festival Committee, for the use of the Hall on 29 th June 2024 (attached)
10	To receive and consider a proposal outlining enhancements for the main hall (attached)
11	To receive and consider a proposal from our current Fire & Safety company supplier for the installation of smoke detectors and the replacement of the fire alarm control panel (attached)
12	To receive and consider a report from the Clerk concerning the arrangements with Shavington Village Festival Committee for use to the Village Hall's shed (attached)

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



MINUTES of the meeting held on
Wednesday 11 October 2023

In attendance: Cllrs K Gibbs, Hancock, McIntyre

Ms Adams

ScG VH/23/2/1	To receive and consider apologies for absence
	Apologies were received from Cllr Cruickshank and Ms Clarke
ScG VH/23/2/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG VH/23/2/3	To confirm and sign the minutes of the Village Hall Committee Meeting hold on 19 July 2023
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/23/2/4	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No comment was raised.
ScG VH/23/2/5	To receive and consider an update regarding the Village Hall occupancy rate
	Councillors NOTED the report.

ScG VH/23/2/6	To receive and consider the YTD financial position of the Village Hall Committee
	Members NOTED the financial position of the Committee.
ScG VH/23/2/7	To receive and consider an update on new parish textile map project led by WI
	Cllr McIntyre briefed Members on the item. Councillors NOTED the update.
ScG VH/23/2/8	To receive and consider remedial works needed at Village Hall
	Cllr McIntyre briefed Members on the remedial brick works at the back of the village hall undertaken with Cllr Randle. Councillors NOTED the update. RESOLVED: that the Clerk is instructed to provide Councillors quotes to replace the curtains in the main hall. RESOLVED: that the clerk is instructed to purchase ceiling tiles for the kitchen, to be then replaced and installed by volunteers RESOLVED: that the clerk is delegated, in consultation with the Chair of the Committee, to replace the kitchen counter fridge with a new one, with a budget up to £400 under cost code 47 General Maintenance
ScG VH/23/2/9	To receive and consider a recommendation from Finance and Strategy Committee to set the income target 2024/25 for the Hall Hire to £15,000
	The Clerk briefed Councillors on the item. Councillors NOTED the briefing. RESOLVED: that the recommendation from Finance and Strategy Committee to set the income target 2024/25 for the Hall Hire to £15,000 is accepted.
ScG VH/23/2/10	To consider reviewing booking fees for 2024/25
	The Clerk briefed Councillors on the item. Councillors NOTED the brief.

	RESOLVED: that fees for 2024/25 remains unchanged from the previous year.				
ScG VH/23/2/11	To consider informing the budget setting process for 2024/25 financial year				
	<p>Councillors NOTED the report.</p> <p>RESOLVED: that the Committee DRAFT budget 2024/25 is approved and recommended to Finance & Strategy Committee.</p> <p>RESOLVED: that the following recommendation is made to Full Council</p> <p>a. if the committee meets the £18,000 income target for the year 2024/25, then anything on top of that figure could be used by the committee to replace the Village Hall kitchen cupboards.</p>				
ScG VH/23/2/12	To receive and consider the following policy:				
	<p style="text-align: center;">- Shavington-cum-Gresty Village Hall Hiring Agreement</p> <p>Councillors NOTED the report.</p> <p>RESOLVED: that the Shavington-cum-Gresty Village Hall Hiring Agreement is approved and recommended to Full Council with the following amendments:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;">Main Hall/Lounge</td> <td>There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard</td> </tr> <tr> <td style="vertical-align: top;">Car park</td> <td>Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.</td> </tr> </table>	Main Hall/Lounge	There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard	Car park	Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.
Main Hall/Lounge	There are tables and chairs and cushions for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function as per photograph displayed in cupboard				
Car park	Car park on the rear of the Village Hall Vehicle must be removed at the end of the session.				
ScG VH/23/2/13	To note the date of the next Village Hall Committee Meeting – 24 January 2024 7:30PM				
	<p>Councillors NOTED the date of the next Village Hall Committee meeting. changed</p> <p>RESOLVED: that the date and time of the next Village Hall Committee meeting is amended as following: 31 January 2024, 6:30PM</p>				

Meeting Closed at 1922 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

DRAFT

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-23	3	90	4	56	65.12%	£1,507.25	£90.00	£1,597.25	133.98%	141.98%
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	3	93	4	59	66.29%	£1,673.25	£99.00	£1,772.25	148.73%	157.53%
Aug-23	3	93	5	32	36.36%	£925.25	£123.75	£1,049.00	82.24%	93.24%
Sep-23	3	90	4	59	68.60%	£1,864.00	£99.00	£1,963.00	165.69%	174.49%
Oct-23	3	93	4	70	78.65%	£2,109.00	£99.00	£2,208.00	187.47%	196.27%
Nov-23	3	90	7	73	87.95%	£2,060.25	£169.00	£2,229.25	183.13%	198.16%
Dec-23	3	93	6	87	100.00%	£1,868.75	£148.50	£2,017.25	166.11%	179.31%
Jan-24										
Feb-24										
Mar-24										

TOTAL	£15,668.50
Yearly target	£13,500.00
Monthly target	£1,125.00
Diffence %	116.06%

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	37.95	262.05	262.05 (87%)
34	Cleaning Service				5,100.00	4,121.00	979.00	979.00 (19%)
35	Gas supply				4,450.00	1,746.28	2,703.72	2,703.72 (60%)
36	Power supply				1,500.00	1,089.00	411.00	411.00 (27%)
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	1,759.16	1,240.84	1,240.84 (41%)
42	Waste collection				1,680.00	754.37	925.63	925.63 (55%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	1,007.40	492.60	492.60 (32%)
48	Hall hire	13,500.00	15,798.73	2,298.73		11.00	-11.00	2,287.73 (16%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	15,798.73	-3,701.27	19,080.00	11,643.24	7,436.76	3,735.49 (9%)

Summary

NET TOTAL	19,500.00	15,798.73	-3,701.27	19,080.00	11,643.24	7,436.76	3,735.49 (9%)
V.A.T.					1,423.85		
GROSS TOTAL		15,798.73			13,067.09		



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Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To provide an overview on the Shavington-cum-Gresty Well-Being Wednesdays programme proposal

Version Control: v1

Author: Clerk

1. Report Summary

The report provides an overview of the Shavington-cum-Gresty Well-Being Wednesday proposal, and relative use of the Village Hall on Wednesday nights to support the programme.

2. Background

The Community Manager put together a proposal to Cheshire East Council Healthy Neighbourhoods Scheme. The goal is to get Shavington-cum-Gresty residents involved in free fitness and social activities.

If funded, the plan involves holding low-impact fitness sessions every Wednesday morning at the Alex Soccer Centre for adults. During school holidays, these sessions would be for children, also free of charge. Additionally, there would be a monthly program of free social activities on Wednesday evenings at the Village Hall.

3. Position

Currently, the Village Hall is booked by the Parish Council for its Wednesday night meetings. During a trial period, the meetings have been organised as follows:

- Parish Council and Planning Committee meetings (first Wednesday of the month) take place in the main hall.
- All other committee meetings are held in the Council offices upstairs. If anyone faces mobility issues, they are asked to contact the Clerk, who can arrange the meeting in a more suitable room, be it the main hall or the lounge room.

If the project, funded by Cheshire East Council, goes through, it aims to utilise the main hall on the second, third, and fourth Wednesdays of the month when it's not used for Parish Council or Planning Committee meetings. On these evenings, a program of free social activities, open to all residents, will be conducted in the main hall.

If there's a request to move a committee meeting to a more accessible room, the options are:



- a. Move the meeting to the lounge room downstairs - at no cost, except for the Clerk's time.
- b. Hire either St Marks or the Methodist Church main hall for the meeting (subject to availability) – cost £30.

Considering data from the past months and public attendance in the last 24 months, the risk of relocating the meeting to a different room is perceived as low. However, if circumstances change, the committee can decide to request the Community Manager to explore alternative solutions for delivering community activities.

This Committee is asked to consider granting the use of the hall for the Shavington-cum-Gresty Well-Being Wednesdays programme, subject this being funded by the Healthy Neighbourhoods Scheme.

4. Sustainability Impact

The Committee will not incur in any loss of income, as these evenings are already booked for the Parish Council use.

5. Community Impact

Positive: the hall will be accessible to the community for activities free of charge.

6. Governance

Village Hall Committee Terms of Reference

7. Financial Impact

Nil – except for case in point b) above

8. Resource Impact

Clerk and Community Manager time

9. Conclusions

The Committee is asked to note the report, and to:

- a. Agree on the free use of the Village Hall for the Shavington-cum-Gresty Well-Being Wednesdays, subject to the programme being funded by the Local Authority
- b. Agree on the free use of the Village Hall for the Shavington-cum-Gresty Well-Being Wednesdays, subject to the programme being funded by the Local Authority. The Committee reserves the right to review this position if requests for having meetings on accessible room arise in time
- c. Not agree to grant the free use of the Village Hall for the Shavington-cum-Gresty Well-Being Wednesday



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Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To consider a proposal to apply to the Improved, Greener, Communities Facilities Fund for the refurbishment of the Village Hall Kitchen

Version Control: v1

Author: Clerk

1. Report Summary

The report intends to offer Councillors the necessary information to decide whether to apply for funding from the Improved, Greener, Communities Facilities Fund. This funding would be utilised to finalise the refurbishment of the village hall kitchen.

2. Background

The Village Hall Committee has long contemplated the idea of refurbishing the kitchen. While recognising its importance, financial constraints have impeded progress.

A user analysis, aside from weekend parties, indicates limited use of the facility, primarily for making hot drinks.

Despite this, it's evident that the kitchen, with its outdated and damaged units, requires a refresh. The committee has taken a step by purchasing ceiling tiles, intending to install them with volunteer assistance. The tiles have been acquired and are awaiting installation.

3. Position

Cheshire East Council has introduced the Improved, Greener, Community Facilities Fund, a program financed by the UK Rural and Shared England Prosperity Fund. Under this initiative, there's an opportunity to apply for 75% of project costs, up to a maximum of £15,000, for various projects, including capital grants for kitchen facilities in community hubs (s.4.10).

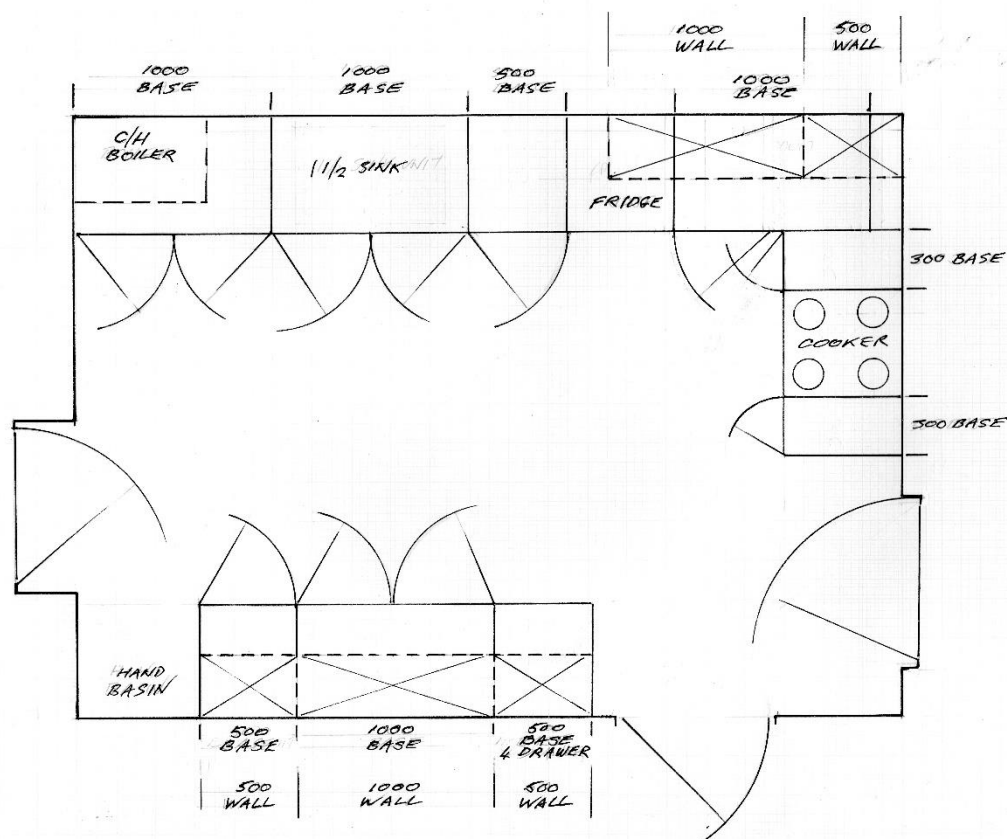
For the project to be eligible for funding, it must align with the grant objectives, focusing on strengthening the social fabric, fostering local pride and belonging, and investing in activities that enhance physical, cultural, and social ties and amenities. This encompasses community infrastructure, local green space, and community-led projects.

The Parish Council is eligible to apply for this fund. Currently, the Clerk, in collaboration with Cllr McIntyre, is reviewing the costs for refurbishing the kitchen, estimated to be around £5,000. Efforts are being made to minimize costs, with volunteers and members handling the installation.



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If successful, the council will need to allocate 25% of the total cost (£1,250) from reserves. Councillors are requested to decide if they support the Clerk's submission of the application, working alongside the Committee Chair. Additionally, the committee is asked to consider recommending to Full Council the option of match-funding the project costs from reserves if the application proves successful.



4. Community Impact

Positive: a refurbished kitchen can better address the hirers' need as well as welcoming future community activities and projects

5. Governance

Shavington-cum-Gresty Parish Council Terms of Reference

6. Financial Impact

Up to £1,500. No budget is allocated to the project, will have to be identified from reserve

7. Resource Impact

Clerk time

8. Conclusions

Councillors are asked to note the report and to consider the following option:

- a. Instruct the Clerk to apply to the fund for a project up to £5,000 in value (+VAT) and make a recommendation to Full Council to consider allocating the relative 25% match-fund necessary if the submission is successful
- b. Instruct the Clerk to apply to the fund for a project up to £5,000 in value (+VAT) and identify alternative ways to secure the match-funding required.
- c. Not progress with the application further.





Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To present a request from Shavington Village Festival Committee for the use of the Hall

Version Control: v1

Author: Clerk

1. Report Summary

The report provide Councillors with a request from Shavington Village Festival Committee for the use of the hall.

2. Background

On 15 January 2024, the Clerk received a request from Shavington Village Festival Committee for the use of the hall on 29 June 2024 -Shavington Village Festival. The Committee requested the permission to enter the hall in the morning before the dance class started to enable committee members to get some tables out, together with the permission to run a cable from the hall to the BB outside as per last year arrangements.

3. Position

The letter is attached to this report.

4. Community Impact

Positive: the festival is well received by the community and well attended

5. Governance

Village Hall Committee terms of references

6. Financial Impact

Nil

7. Resource Impact

Nil

8. Conclusions

Councillors are asked to note the report and to consider the following options:

- a. To accept the request as it is
- b. To accept the request, subject to some points being added
- c. To refuse the request



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Appendices

SHAVINGTON
Village Festival Committee

For the attention of
The Village Hall Committee.

[REDACTED]

[REDACTED]

15th January 2024

Dear Members.

Re: Shavington Village Festival 29th June 2024

Although we have booked the Village Hall from 2.00pm I have been asked on behalf of Shavington Village Festival Committee to request permission to enter the hall in the morning before the dance class starts to enable a few of our members to get some tables out.

We also would like permission to run a cable from the hall to the BBQ outside as we did last year.

We hope that this will be granted

Many thanks for your support throughout

Regards

Angela Snell

Angela Snell
Secretary
Shavington Village Festival Committee





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Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To outline possible enhancements for the main hall

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to present Councillors with enhancements opportunities for the main hall, supported either by hirers or Councillor's suggestions.

2. Background

In recent months, the Clerk has been tasked with evaluating the feasibility of the Council considering the following hall improvements:

a. New Blinds:

A request from regular hirers who faced challenges with projections on sunny days. Following that the Clerk contacted three local blind companies to gather quotes for the job. One is yet to respond, another declined a meeting, and the third provided a quote amounting to approximately £800.

b. Enhanced Wi-Fi Signal:

In response to a councillor's suggestion for better Wi-Fi to support live streaming video during events, cost implications are pending exploration based on councillors' perspectives. It's worth noting that this request hasn't garnered support from hirers, primarily because the hall is mainly used for classes or groups that don't rely on internet access.

3. Position

Councillors are asked to consider the suggestions above.

It worth noting that currently there is no budget to progress with any of them. However, members might wish to consider raising a request to full council to support one of the proposals, based on the fact that the income target of the hall for this year has been met and exceed, and that the surplus made should be invested in enhancement for the hall.

If so, the Committee might wish to delegate the Clerk, in consultation with the Chair, to progress and deliver one of the two enhancements suggested.

4. Community Impact



Positive: Good maintenance of the hall not only benefits the community practically but also boosts local pride

5. Governance

Village Hall Committee terms of reference

Shavington-cum-Gresty Parish Council Financial regulations

6. Financial Impact

Up to £1,000 depending on the proposal.

7. Resource Impact

Clerk and volunteers time.

8. Conclusions

Members are asked to note the report and to consider the proposals submitted.

Councillors are asked to consider authorising the Clerk to handle and implement any of them.

Members are asked to consider requesting Full Council the utilisation of the surplus income from Village Hall hiring for enhancing projects in the hall.



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Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To present a proposal from our Fire and Safety supplier for the installation of smoke detectors and the replacement of the fire alarm control panel

Version Control: v1

Author: Clerk

1. Report Summary

The report presents a quote from Hoyles, the Council's Fire and Safety consultant for the installation of smoke detectors in the Village Hall and the replacement of the fire alarm control panel.

2. Background

On 4 December 2023, an inspection by Hoyles Fire and Safety engineers revealed non-conformance issues at the Village Hall. The three main elements requiring attention are:

- a. Installation of smoke detectors;
- b. Installation of heat detectors;
- c. Replacement of the fire alarm control panel, as it has exceeded the manufacturer's life expectancy.

This matter was promptly reported to the Parish Council, and a budget of £2,500 has been allocated in the upcoming year's budget to cover the costs associated with ensuring compliance with regulations.

3. Position

On 11 January 2024, following a site visit, the supplier submitted a quote (attached to this report) for the required job. The total cost for completing the works is £1,972 + VAT

As per the Council's financial regulations, when the contract value is below £3,000 but above £500, the Clerk should strive to obtain three estimates. However, in this case, the Clerk believes it falls under s.11.1 (ii) as it involves specialist services provided by surveyors. If the Committee is satisfied with the quote provided, it can be resolved that this is the case.

Councillors are requested to take note of the quote and decide whether to proceed with the works, which will be paid in the next financial year. Complying with Health and Safety (H&S)



and Fire regulations is mandatory, and the Clerk advises progressing with these implementations as soon as possible.

4. Governance

Shavington-cum-Gresty Health and Safety Policy
Shavington-cum-Gresty Finance Regulations

5. Financial Impact

£1,972 + VAT

6. Resource Impact

Clerk

7. Conclusions

Councillors are asked to note the report and to consider the following:

- a. Approve the provided quote and instruct the Clerk to proceed with addressing the non-conformance issues. Confirm that this falls under s11.11 (ii) of the Council's Financial Regulations as a specialist service in the delivery of Fire Safety equipment.
- b. Decline the quote and instruct the Clerk to present alternative quotes, if possible. Acknowledge that this may cause a delay in the Council's ability to comply with Fire regulations.
- c. Reject the quote and agree not to address the non-compliance issues outlined in the report. Acknowledge that this decision means the Committee is not taking action on the non-compliance issues raised in the inspection report, despite the Clerk's recommendations.



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Appendices

11th January 2024

Shavington Village Hall
C/o Mrs Simona Garnerò
60 Hazel Way
Nantwich
Shavington
CW5 5XG

QUOTATION FOR:
FIRE ALARM

ACTION REQUIRED

Recommendation No: 238835/DB/DR/AF
Customer No: 485266

Dear Simona

Site Address: Shavington Village Hall, 159 Main Road, Shavington, Crewe, CW2 5DP

.....

Further to your recent attendance visit our engineer has made the following recommendations regarding your Life Safety System/s. We have an obligation to make you aware of the items identified and detail below a brief description of the work required, supporting reason/s and a cost to complete the works, to allow you to act upon the information supplied.

It is essential that you have a fully working and maintained Life Safety System in accordance with the latest British Standard/s, to comply with the Fire Safety Order 2005.

All Parts supplied come with a minimum 1-year Manufacturer's warranty subject to correct maintenance in accordance with relevant British Standard. Our price includes all parts, labour and materials required to complete the works and to ensure you are compliant with the relevant British Standard and the Fire Safety Order 2005.

Where the category or grade of the existing system is unknown/not detailed, the addition or remedial works offered will be supplied as per the specific quantity and description provided within this quotation. Please check with your Fires Safety Adviser/FRA for guidance, if required.

Any additional equipment or work required may require a further quotation and if you have any questions please do not hesitate to contact me.

Please e-mail your acceptance to: ASQ@lsfiregroup.co.uk with any purchase orders that are required.

Yours Sincerely

Adam Forde
Small Works Development Manager
asq@lsfiregroup.co.uk
01494 769712
07825 940176



EXTENSION - To Existing System

The Fire Alarm System on site requires additional devices, following our recent site attendance because (in bold)

- a) The risk in an area has changed
- b) An extension has been built
- c) The assumed BS Category of cover, devices are missing**
- d) Building works have altered the layout
- e) Your request**
- f) Highlighted on a Fire Risk Assessment (FRA)

As a Fire Risk Assessment (FRA) was not available to review or provide guidance, we have based the need for additional cover on the requirements of the coverage expected and where possible identified on site, regarding this type of premises (as detailed in Annexe A, BS5839-1:2017).

The additions to the Fire Alarm System will be installed and commissioned to the requirements of the latest British Standards BS5839-1:2017 Category P2, with any technical variations on the final certification.

The cost to supply, install, commission, and certify to British Standard the quantity of devices detailed below.

Additional **2 Smoke Detectors and Bases and 1 Heat Detector and Bases** will be installed in the following locations: **1st Floor Landing, Ground Floor Corridor and Kitchen**

Cable will be run from the existing system to the required device location and the devices will be installed and commissioned in accordance with **BS5839 Part 1** and tested. All cables will be either hidden or run within ceiling voids or plastic mini trunking.

It is assumed all works are at normal working height (up to 3m). No access plant has been allowed unless specifically identified above. Any access plant required, at any time, during the fault-finding process will be supplied free of charge by you, or by us and charged at our standard rates.

FOR THE SUM OF £940.00 + VAT

Cont....



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The Fire Alarm Control Panel is more than 15 years of age which is outside of the manufacturer's life expectancy and should be replaced to maintain compliance with BS5839-1. Units may continue to operate within specification after 10 years' service, however, gradual deterioration of integrity and reliability should be expected and allowed for. In the interests of safety, avoidance of unwanted alarms and the need to maintain compliance we recommend the routine replacement of devices after 10 years' service.

We strongly advise the works to replace your fire panel are carried out promptly to avoid potential risks to personnel and or property.

The failed/replaced devices above will be removed from site and Environmentally Disposed of, and the cost of Environmental Disposal is included within our price below.

Replacement panels/field equipment will be installed onto the existing wiring infrastructure currently in place, on site. Any issues with the existing wiring identified during the works will be brought to your attention for further action/quotation. Remedial works on the existing wiring are not included as part of this quote.

FOR THE SUM OF £1200.00 + VAT

**TOTAL QUOTATION PRICE IF ALL WORKS ABOVE CARRIED OUT AS ONE
ORDER £1972.00+ VAT**



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CLERK@SHAVINGTONONLINE.CO.UK

NON-CONFORMANCE NOTIFICATION



AB. Moxley Fire Alarm - SV485266 - 2238833 - T554694

Recommendation Form



Account Number (SV)	04-485266	Site Name	SHAVINGTON VILL HALL
Company name (Internal)	NORTHSTAFFS FIRE	Site Address	159 MAIN RD. SHAVINGTON CHESHIRE CH25DP
Customer Contact Name	SIMONA GARNERO	Engineer Name	5771
Customer Phone Number	01270 421125	Engineer No.	
Customer Email Address	clerk@shavingtononline.co.uk		
Have you checked the customer Risk Assessment?	N.	Does the Risk Assessment state any requirement?	?
Current Category of System	M1	Is the current category correct to the risk assessment?	
Conventional / addressable / mains system		How is the panel mounted?	WALL
Make of panel	JJB	Will the customer accept a backing plate? (if required)	
Model of panel	1 ZONE	Width of plate (mm)	
Age of panel	OVER 10YR	Height of plate (mm)	
Panel battery standby time		Location of cable entry to the panel	
Size of existing batteries	2.1	Detector Type	NONE
Repeater panel?		Age of Detectors	" "
Make and model repeater panel		Sounders or Bells	B
Is the panel networked?		Number of separate sounder/bell circuits?	
Is the panel currently fault free?	Y	Work to be done in or out of hours	
Number of zones / loops	1	Cable Type	REQ FP200 - PLATE
Is there a zone per floor?	N	Maximum height of EOL	
Does the customer have a zone plan?	N	Maximum height to reach in meters	6-8 IN HALL
Can the customer supply "as fitted" drawings		Type of access equipment required or N/A	

If there is no zone plan on site, request the 'as fitted' drawings from the initial system installation, if none are present we are unable to provide a price to provide one until the customer supplies us with the drawings.

Parts Required					
Name of Part	Quantity	Cable	Location	Reason Code	Part Number
APD110			BAR, HALL (6M) CHAIRSTORE RM		CD100
16S OP + BATT	11		* 1' x 11' x 1' x 1' x 1' x 1'		DB100
11 - HT + BATT	1		EDGET + CORR = 111		
	1		TOP OF STAIR = 11 OFFICE = 11		
			KITCHEN (PNL IN KITCHEN)	1E	C102 DB100
			stworks		
ZC1			ZONE PLAN	19	
FP200	200M				

Additional Comments

REQ 2 ZONE CTC PNL PLATE + BATT. →

REPLACE BELLS FOR RED WALL INDRS. X2 CCTS.

LOFT HATCHES AVAIL / PLASTER BOARD CEILING.

DRPS OK.

PLEASE SEND TO SMALL WORKS

BUDGET £2500 ALLOCATED 2500 REQ AFTER 1ST APRIL 24. PLEASE EXPLAINING MAYBE MORE

I CONFIRM THAT I HAVE RECEIVED THE ABOVE REPORT

Signed on behalf of the above company *[Signature]* Print name SIMONA GARNERO

Position Clerk Date 04.12.2023



SHAVINGTON
CUM
GRESTY

Report Statement

Meeting: Village Hall Committee, 31.01.2024

Report Purpose: To provide an update on the arrangements with Shavington Village Festival Committee for the use of the Village Hall's shed

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Members with an update on the arrangements in place with Shavington Village Festival Committee for the use of the Village Hall's shed.

2. Background

On 2 April 2019, the Parish Council granted permission for the Shavington Village Festival Committee to use the shed building behind the Village Hall for storage.

On 15 July 2020, the Parish Council agreed to sign the document attached to this report.

On 2 September 2020, the council decided to review the draft contract based on legal advice received, focusing on issues such as:

- A. Nominal fee
- B. Obligations on repairs for the Shavington Village Festival Committee
- C. Insurance
- D. Liabilities
- E. Termination

In recent months, the Clerk has attempted to locate the original signed contract. After discussions with Cllr Hancock, who is part of the Shavington Village Festival Committee, it has been confirmed that although both parties reviewed the DRAFT contract, the final signing of the contract never took place.

3. Position

Currently, there is no legal agreement in place between the Parish Council and the Shavington Village Festival Committee for the use of the building. This is a matter of urgency to prevent potential risks or complications.



Given that the Parish Council's resolution was made in 2020 and might be outdated, the Clerk is proposing that this Committee recommends to Full Council a reconsideration of its position and willingness to support the Festival Committee with the provision of free storage.

If agreed, the Council would need to consider delegating the Clerk to sign the original DRAFT contract, determine the contract's term period, and incorporate all legal advice received at the time by the previous clerk.

4. Community Impact

Positive: the Village Committee is a active organisation in the Parish

5. Governance

Shavington-cum-Gresty RA

Shavington-cum-Gresty Finance Regulation

6. Financial Impact

Nil

7. Resource Impact

Clerk

8. Conclusions

Councillors are asked to note the report and to consider the following options:

- a. Recommend to full council to reconsider its position and willingness to support the Festival Committee with the provision of free storage, and delegate the clerk to sign the original DRAFT contract
- b. Propose that the Council does not offer free storage to the Village Festival Committee and instruct the Clerk to request the removal of all their stored items.

Shavington-cum-Gresty Parish Council

DRAFT Agreement between the Parish Council and Shavington Village Festival Committee

Property: Storage building in the car park
Village Hall, Main Road, Shavington, CW2 5DP

Owned by: Shavington-cum-Gresty Parish Council

Tenant: Shavington Village Festival Committee

Commencement Date: [to be agreed]

Term: Five years from date of occupancy.

Terms and Conditions

Terms

- 1 The storage building shall be let, to Shavington Village Festival Committee (SVFC) with the following rights.
- 2 The whole of the storage building forms part of this agreement.
- 3 The car park shall also be available to the Committee, subject to clients of the Village Hall requiring it for booked events.
- 4 SVFC shall have right of vehicle access/egress over the car park on six half-days each year, the dates to be agreed in advance with the Village Hall Bookings Clerk, to avoid conflict with Village Hall bookings.
- 5 Additional days for vehicle access are to be negotiated with the Village Hall Bookings Clerk, as clients of the Village Hall shall take priority.
- 6 Rent of £1 per year shall be payable.

Conditions

- 1 The building is transferred in its state and condition at the date of transfer and the transferee (Shavington Village Festival Committee) shall be responsible for the cost of carrying out repairs/improvements to the building, including replacement of the roof.
- 2 The transferee is permitted to make whatever modifications it wishes to the inside of the building.
- 3 The Parish Council (its Members and staff) shall have the right of access to the building.
- 4 The transferee shall make provision for the Parish Council store its ladders in the building and the Police bicycle.
- 5 There shall be full right of vehicle access at all reasonable times for the purpose of carrying out necessary work in the car park for repair and maintenance of the drains.

Shavington-cum-Gresty Parish Council

DRAFT Agreement between the Parish Council and Shavington Village Festival Committee

Liability

- 1 The Parish Council shall not be liable for any damages/loss in respect of the building, either inside or outside.
- 2 The Parish Council's public liability insurance shall cover attendance by members of the SVFC and their visitors/volunteers.¹

Signed (on behalf of Shavington-cum-Gresty Parish Council)

.....

Date:

Signed (on behalf of Shavington Village Festival Committee)

.....

Date:

¹ Subject to confirmation with the Parish Council's insurers, which might decide that visitors and volunteers, whilst inside the storage building, are not covered by the Parish Council's public liability insurance.