



SHAVINGTON
CUM
GRE^{STY}

Shavington-cum-Gresty Council
Village Hall Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP
www.shavingtononline.co.uk

3 February 2022

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 **6:00PM** on **Wednesday 9 February 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Any members of the public that wish to attend, please register with the clerk by emailing clerk@shavingtononline.co.uk by 3pm on Wednesday, 9 February 2022.

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 hold on 13 October 2021 (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 an update with regards to the Village Hall occupancy (attached) and to consider making recommendation to improve the occupancy of the Village Hall

6	To receive and consider an update with regards to regular maintenance works at the Village Hall: a. Replacement of light bulbs in the Kitchen (with LED) b. Painting c. Installation of notice board d. Various equipment
7	To receive and consider an update with regards to the cleaning contract and utility contracts
8	To note and consider and update with regards to marketing activities to promote the Village Hall including the n. 2 signs to be displayed outside the Hall
9	To receive and consider an update with regards to any H&S arrangements needed
10	To note the revised Shavington-cum-Gresty Village Hall Condition of Use policy and booking fee for 2022/23

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



MINUTES of the meeting held on **Wednesday 13 October 2021**

In attendance: Cllr Adams¹, Hancock, Hackett, K Gibbs, McIntyre

ScG VH/21/2/1	<i>To receive and consider apologies for absence</i>
	No apologies for absence were received.
ScG VH/21/2/2	<i>To note declarations of Members' interests</i>
	No declaration was made.
ScG VH/21/2/3	<i>To confirm and sign the minutes of the Village Hall Committee Meeting hold on 14 July 2021</i>
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG VH/21/2/4	<i>To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community</i>
	RESOLVED: that Ms Janet Clarke is appointed as non-Parish Councillor Member to the Committee and representative of the community
ScG VH/21/2/5	<i>Public Participation</i> <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/21/2/6	<i>To receive an update with regards to the Village Hall Heating system</i>
	The Parish Clerk updated Members regarding the Village Hall heating system.

¹ Arrived 1914hrs

	Members NOTED the update.
ScG VH/21/2/7	<i>To receive and consider an update with regards to the cleaner's contract</i>
	<p>Cllr K Gibbs briefed Members with regards to the latest arrangements made with the cleaning company.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that when and if required, the Clerk is instructed to book the cleaner for 1 extra/hour per week</p>
ScG VH/21/2/8	<p><i>To receive and consider an update with regards to the following:</i></p> <p style="margin-left: 40px;"><i>a. Painting needed in the main hall as consequence of the posters' removal</i></p> <p style="margin-left: 40px;"><i>b. Drain issue: small sink behind the bar</i></p> <p style="margin-left: 40px;"><i>c. Notice board</i></p>
	<p>Cllr McIntyre Members NOTED the update.</p> <p>RESOLVED:</p> <p style="margin-left: 40px;">a. That the Clerk is instructed to request quotes to re-decorate the main room and that the Clerk is delegate to appoint a supplier for the job.</p> <p style="margin-left: 40px;">b. That a plumber is contracted to sort the drain issue in the bar and the hot water sink in bathroom</p> <p style="margin-left: 40px;">c. That a Notice board is installed in the Village Hall and that – if the previous one is not suitable anymore- the Clerk is delegated to purchase a new one</p> <p>RESOLVED: that a recommendation is made to Full Council to allocate a budget up to £1,500 from the Village Hall reserve for the painting of the main hall.</p>
ScG VH/21/2/9	<i>To receive and consider an update with regards to Village Hall keys</i>
	<p>Cllr K Gibbs briefed Members with regards to Village Hall key list.</p> <p>Members NOTED the update.</p>
ScG VH/21/2/10	<i>To note and consider a report with regards to refitting of the kitchen from Mrs McIntyre</i>
	<p>Mrs McIntyre provided a report to Members with regards to the refitting of the Village Hall kitchen.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that a recommendation is made to Full Council to allocate a budget up to £300 to purchase and replace ceiling tiles in the Village Hall kitchen. Further considerations are needed with regards to the replacement of the vinyl floor in the kitchen: in order to evaluate if the stock of roll vinyl floor owned by the Parish</p>

	Council is enough to cover the area or if a new one is needed.
ScG VH/21/2/11	<i>To note and consider a proposal for Christmas decorations inside the Village Hall</i>
	Members NOTED the update. RESOLVED: that a budget up to £100 (Cost centre Village Hall – cost code Marketing) is allocated to purchase Christmas lights to decorate the Main Hall. And that Friday 26 November Members will volunteer to decorate the building.
ScG VH/21/2/12	<i>To note and consider and update with regards to marketing activities to promote the Village Hall</i>
	The Community Manager briefed Members with regards to marketing activities to promote the Village Hall. Members NOTED the update. RESOLVED: that a recommendation is made to Full Council to purchase a camera
ScG VH/21/2/13	<i>To consider and inform the budget setting process for 2022/23 financial year</i>
	Members NOTED the report. RESOLVED: that the draft budget is approved and recommended to Full Parish Council subject to the following amendments being made: - Kitchen refurbishment: £5,000
ScG VH/21/2/14	<i>To note the date of the next Village Hall Committee Meeting – 9 February 2022</i>
	Members NOTED the date of the next Village Hall Committee meeting 6pm

Meeting Closed at 2000hrs

Chair: Cllr McIntyre

Clerk: S Garnero



Report Statement

Meeting: Village Hall Committee 09.02.2022

Report Purpose: To provide a breakdown of the Village Hall occupancy

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present Members the occupancy data of the Village Hall.

2. Background

The Council is using an online booking service to manage the Village Hall booking.

The online service – named Skedda- provides insight data that allow Members to review the occupancy of the Village Hall, and address any actions needed.

3. Position

Attached the breakdown of the VH occupancy of the last three months.

Also, a report with a breakdown of bookings from now until 30 April 2022.

4. Governance

Shavington-cum-Gresty Parish Council Budget 2021/22

5. Financial Impact

The Village Hall management model aims to be break even. Higher occupancy of the hall means better chances to balance the management costs.

6. Consideration Sought

Members are asked to note the report, and to recommend any actions needed to improve the hall occupancy.

INSIGHTS REPORT

shavingtonvillagehall.skedda.com

Date range: Last 3 months (Monday, 1 November 2021–Monday, 31 January 2022)

Spaces: All spaces

User tags: All user tags

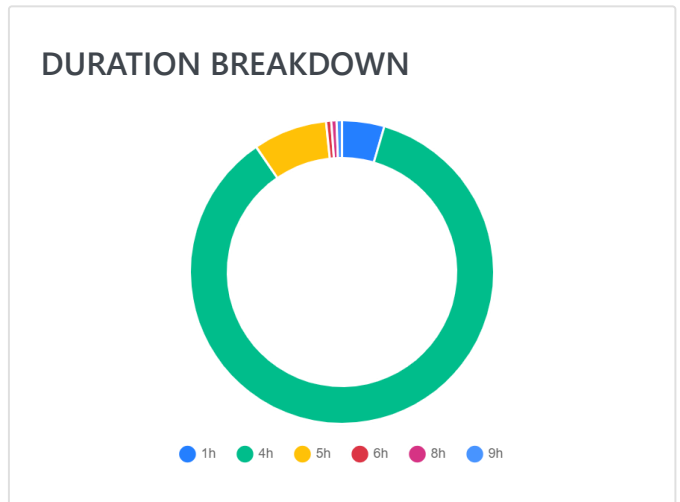
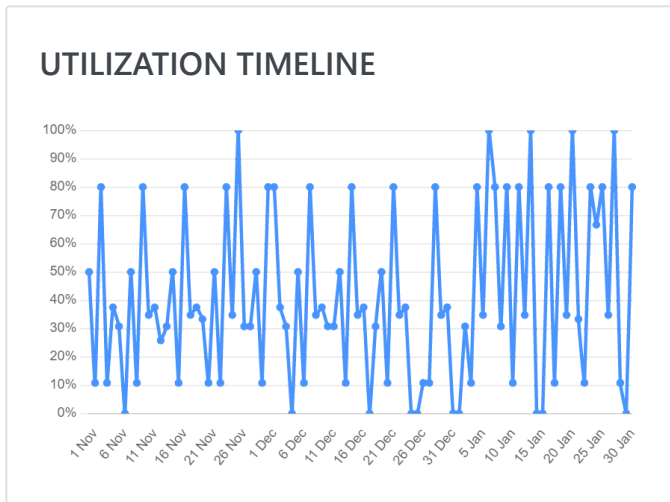
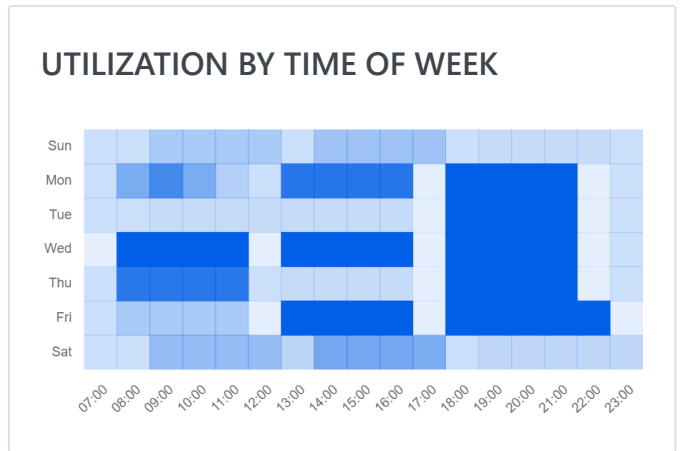
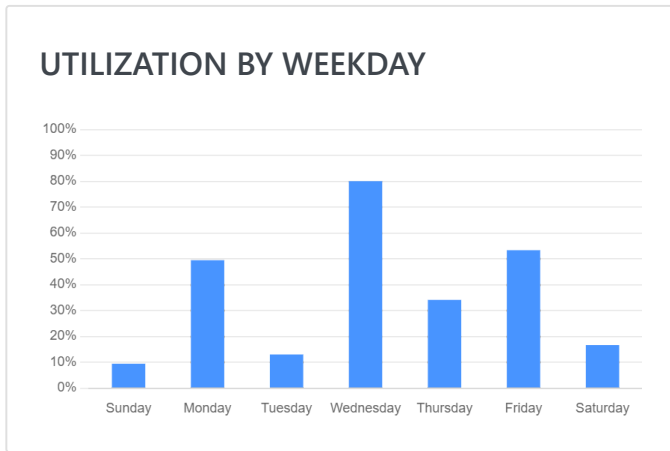
Last updated: Thursday, 3 February 2022 at 11:14

UTILIZATION
29% + 73%

BOOKINGS
178 + 42%

USERS
0 0%

BUSIEST TIME
Mon 6:00 pm



TOP USERS

Name Bookings Hours ↓ Trend

TOP SPACES

Space Bookings Utilization ↓ Trend

Whole Hall	177	55%	+ 64%
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Downstairs Hall Only	1	1%	- 94%
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Upstairs Meeting Room Only	0	0%	0%
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INSIGHTS REPORT

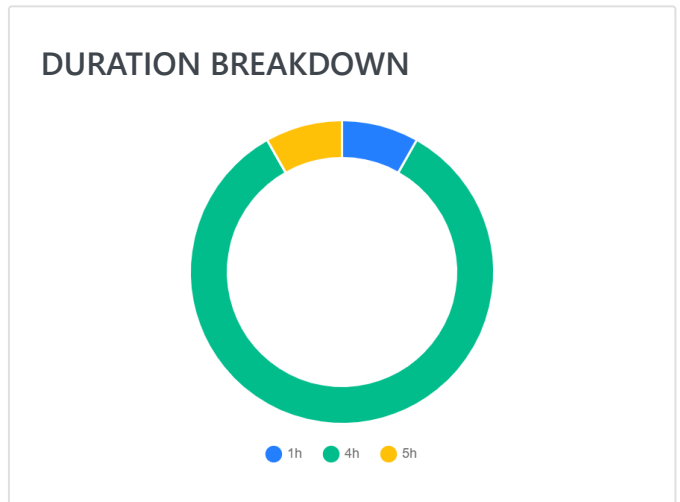
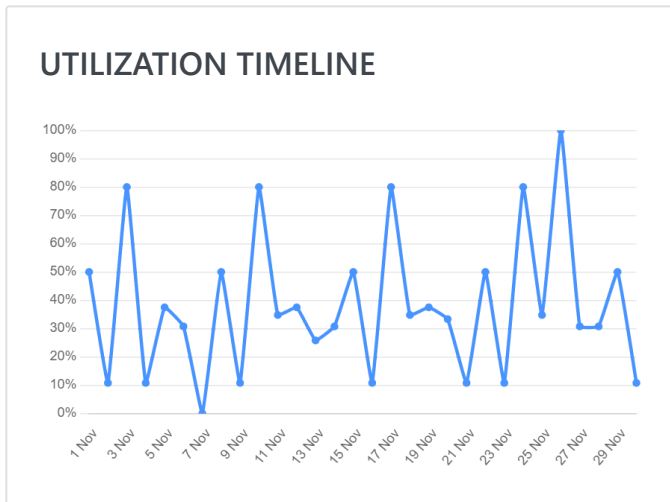
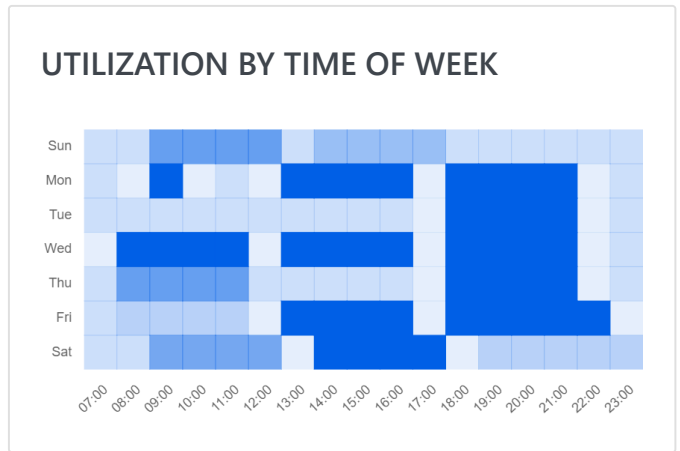
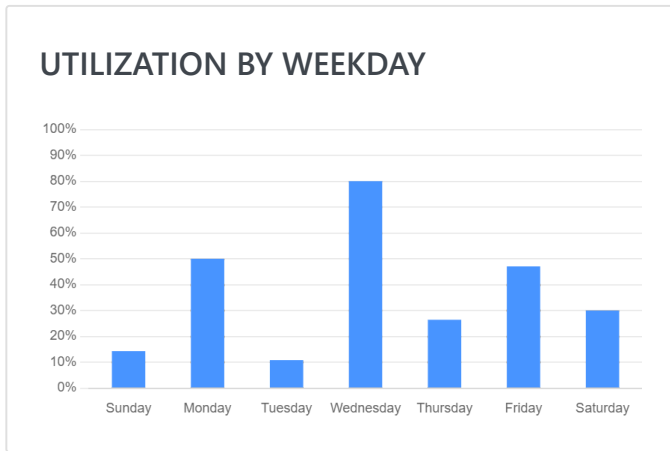
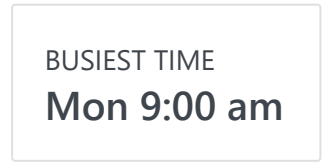
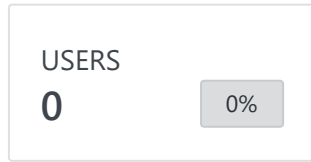
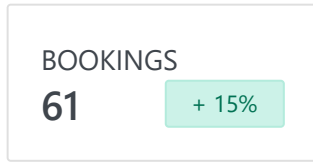
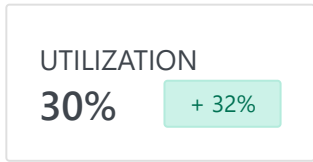
shavingtonvillagehall.skedda.com

Date range: Custom (Monday, 1 November 2021–Tuesday, 30 November 2021)

Spaces: All spaces

User tags: All user tags

Last updated: Thursday, 3 February 2022 at 11:14



TOP USERS

Name Bookings Hours ↓ Trend

TOP SPACES

Space Bookings Utilization ↓ Trend

Whole Hall	60	<div style="width: 56%;">56%</div>	+ 19%
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Downstairs Hall Only	1	<div style="width: 2%;">2%</div>	+ ∞%
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Upstairs Meeting Room Only	0	<div style="width: 0%;">0%</div>	0%
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INSIGHTS REPORT

shavingtonvillagehall.skedda.com

Date range: Custom (Wednesday, 1 December 2021–Friday, 31 December 2021)

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User tags: All user tags

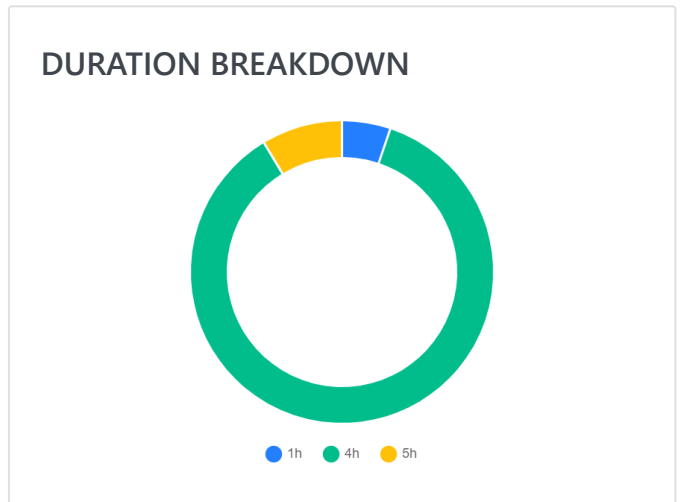
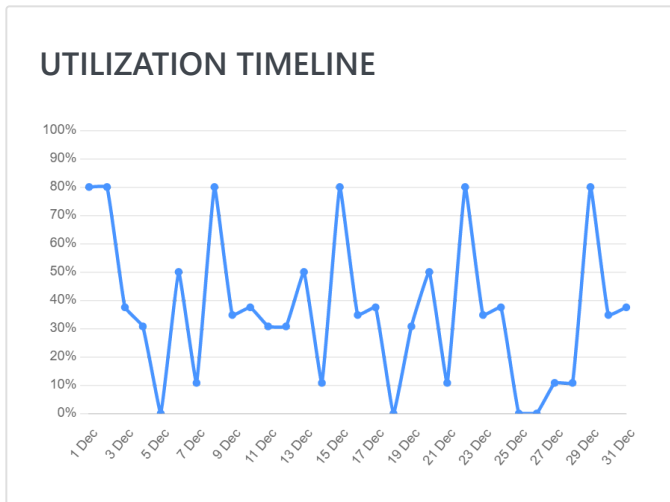
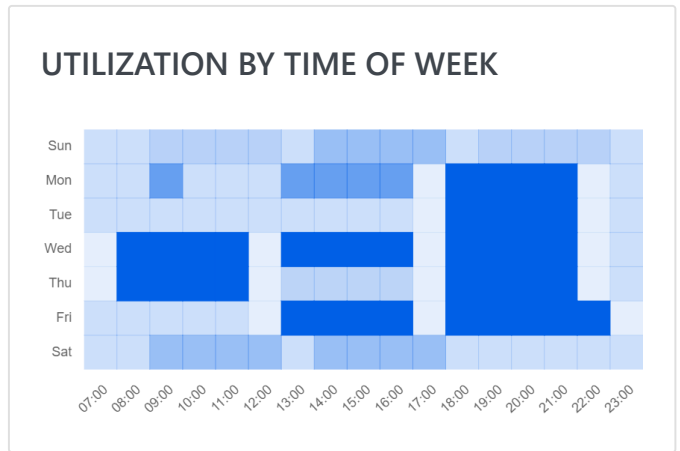
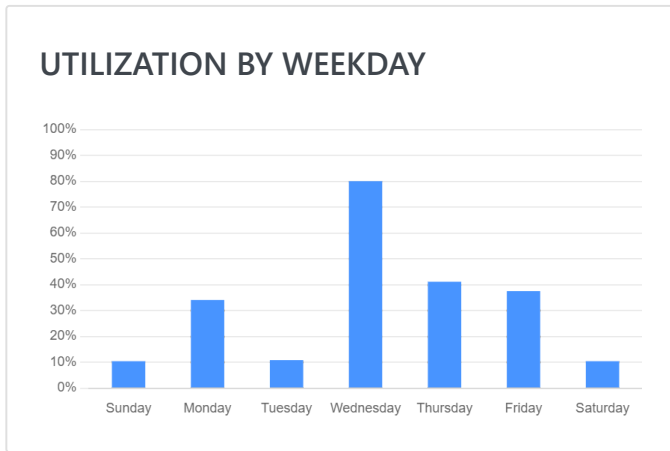
Last updated: Thursday, 3 February 2022 at 11:14

UTILIZATION
27% - 14%

BOOKINGS
58 - 9%

USERS
0 0%

BUSIEST TIME
Mon 6:00 pm



TOP USERS

Name Bookings Hours ↓ Trend

TOP SPACES

Space Bookings Utilization ↓ Trend

Whole Hall	58	<div><div style="width: 52%;">52%</div></div>	- 9%
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Downstairs Hall Only	0	<div><div style="width: 0%;">0%</div></div>	- 100%
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Upstairs Meeting Room Only	0	<div><div style="width: 0%;">0%</div></div>	0%
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INSIGHTS REPORT

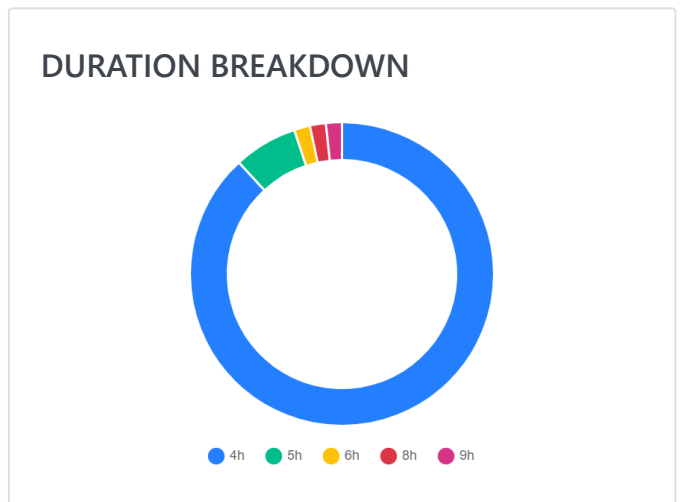
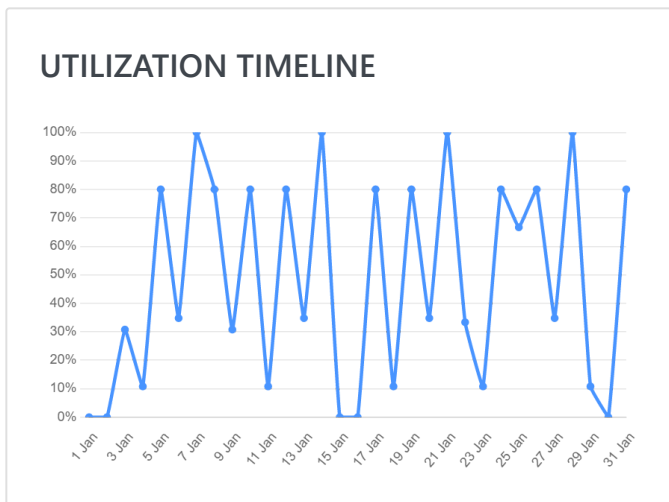
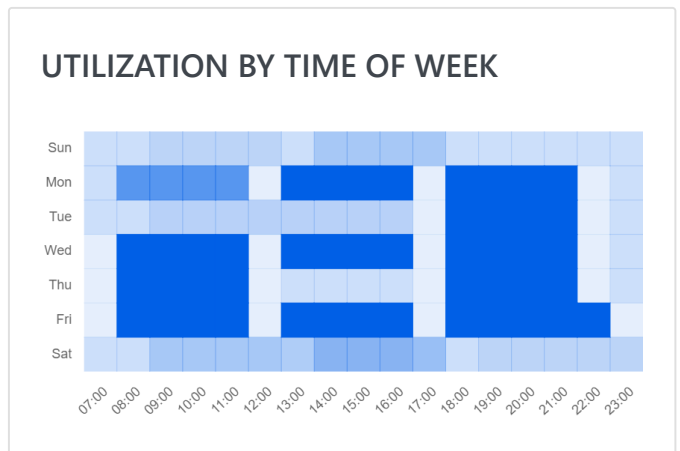
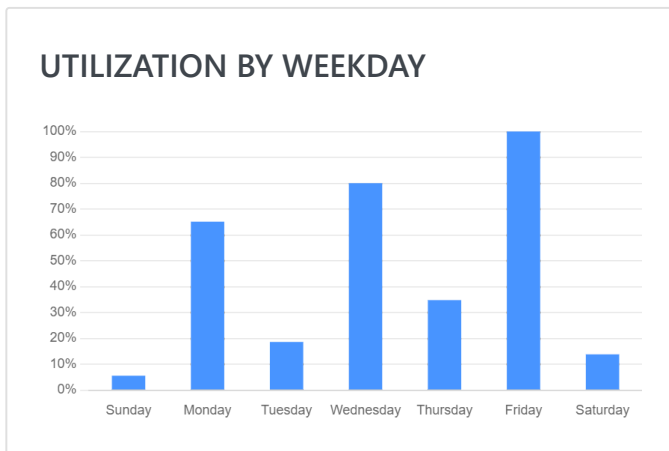
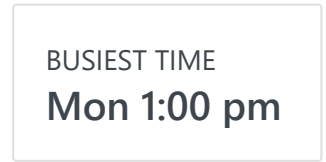
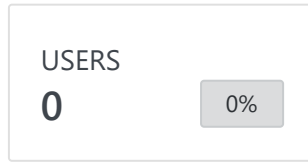
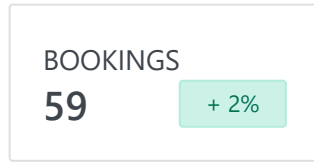
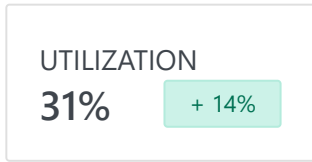
shavingtonvillagehall.skedda.com

Date range: Custom (Saturday, 1 January 2022–Monday, 31 January 2022)

Spaces: All spaces

User tags: All user tags

Last updated: Thursday, 3 February 2022 at 11:14



TOP USERS

Name Bookings Hours ↓ Trend

TOP SPACES

Space Bookings Utilization ↓ Trend

Whole Hall	59	<div style="width: 57%;">57%</div>	+ 8%
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Downstairs Hall Only	0	<div style="width: 0%;">0%</div>	0%
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Upstairs Meeting Room Only	0	<div style="width: 0%;">0%</div>	0%
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INSIGHTS REPORT

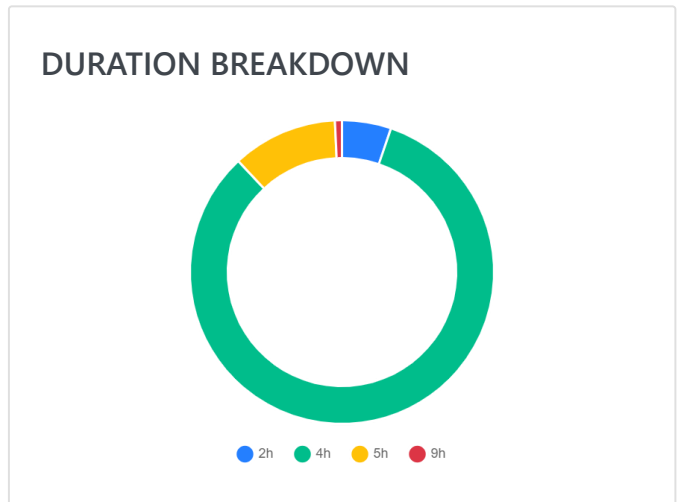
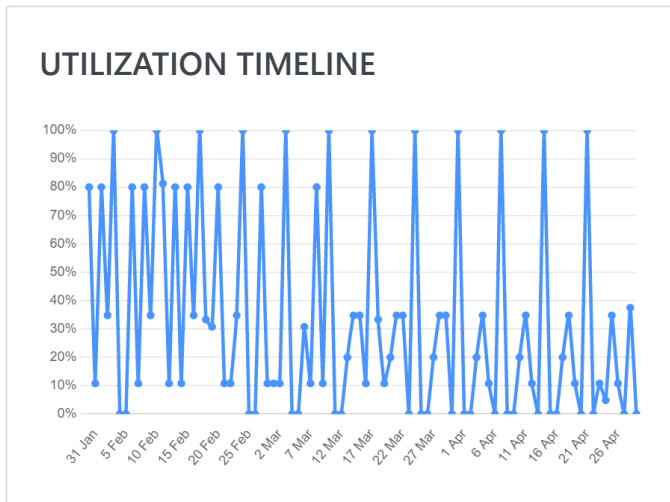
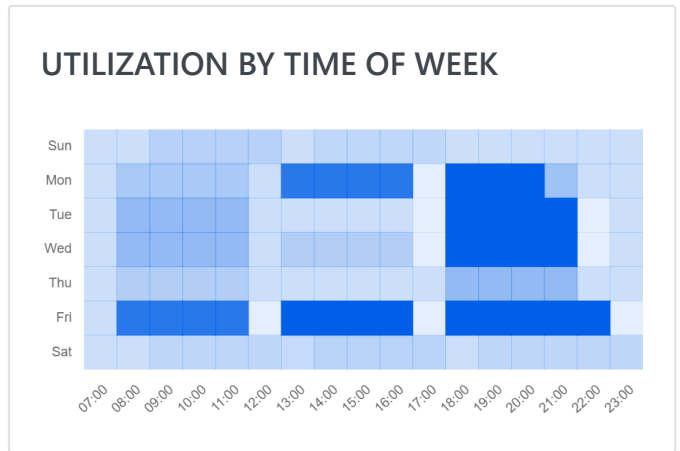
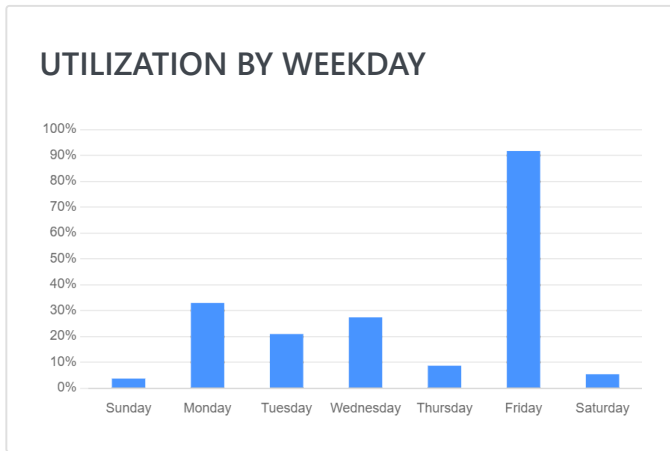
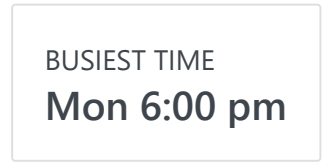
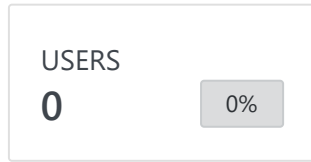
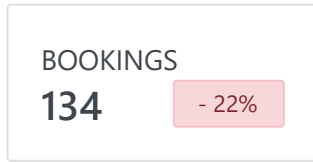
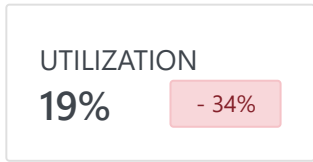
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Date range: Custom (Monday, 31 January 2022–Saturday, 30 April 2022)

Spaces: All spaces

User tags: All user tags

Last updated: Thursday, 3 February 2022 at 11:14



TOP USERS

Name Bookings Hours ↓ Trend

TOP SPACES

Space Bookings Utilization ↓ Trend

Whole Hall	134	<div><div style="width: 41%;">41%</div></div>	- 25%
Downstairs Hall Only	0	<div><div style="width: 0%;">0%</div></div>	- 100%
Upstairs Meeting Room Only	0	<div><div style="width: 0%;">0%</div></div>	0%

