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

23 May 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 **7:30PM** on **Wednesday 29 May 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To elect the Chair and Deputy Chair of the Village Hall Committee.
2	To receive and consider apologies for absence.
3	To note declarations of Members' interests.
4	To note the Terms of Reference of the Village Hall Committee. (attached)
5	To consider the appointment of non-Parish Councillors Members to the Committee as representatives of the community.
6	To confirm and sign the minutes of the Village Hall Committee Meeting held on 31 January 2024 (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 an update regarding the Village Hall occupancy rate. (attached)
9	To receive and consider the YTD financial position of the Village Hall Committee. (attached)
10	To consider making a recommendation to Community & Engagement Committee with regards to the final position of the new Parish Map frame.
11	To receive an update with regards to the roof repairs. And to consider delegating the Clerk, in consultation with the Chair and Deputy Chair, to appoint a supplier to complete the repair.
12	To receive an update with regards to the Improved, Greener Community Fund.
13	To receive and consider an update on cleaning services at the Village Hall (attached) . To consider making a recommendation to the Full Council on how to proceed.
14	To receive considerations on the weekend availability of volunteers to open the village hall and possible mitigation actions to address the issue.
15	To note the date of the next Village Hall Committee Meeting – 22 January 2025 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 2024/25

2. Background

On 1 May 2024 the Parish Council approved the Committees Term of References.

3. Position

Members are asked to note the Committee Term of Reference for 2024/25

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 1 May 2024

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5 Members of the Authority		Quorum 3
Meeting will take place twice per year		
<p>To advise, recommend and assist with the management of Shavington-cum-Gresty Village Hall on behalf of the Council.</p> <p>To ensure that the facility is managed in the best interests of the community and to ensure the efficient and effective allocation of resources.</p> <p>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</p> <p>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.</p>		
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	<p>To ensure the facility is kept in a properly maintained condition with specific attention to:</p> <p>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</p>	
3	<p>To monitor and ensure the essential supplies are available for staff, PCSO, and Hall hirers</p>	
4	<p>To monitor and manage the relationship between Shavington-cum-Gresty Parish Council and Shavington Primary School with regards to the shared used of the Shavington Primary School's Car park (main road).</p>	



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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
16	To consider ad-hoc requests from hirers (such as variations of booking slots, granting the FOC use of the room, use of equipment, and use of the car park).	Clerk in consultation with the Chair and Vice-Chair of the Village Hall Committee subject to reporting justification to next Council

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
Wednesday 31 January 2024

In attendance: Cllrs K Gibbs, Hancock, McIntyre, S Jones

Ms Adams, Ms Clarke, Cllr B Gibbs

ScG VH/23/3/1	To receive and consider apologies for absence
	Apologies were received from Cllr Cruickshank
ScG VH/23/2/2	To note declarations of Members' interests
	Cllr Hancock raised a personal interest in items 9 and 12, as she is part of the Shavington Village Festival committee.
ScG VH/23/2/3	To confirm and sign the minutes of the Village Hall Committee Meeting held on 11 October 2023
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/23/3/4	<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 raised.
ScG VH/23/3/5	To receive and consider an update regarding the Village Hall occupancy rate
	Councillors NOTED the report.

ScG VH/23/3/6	To receive and consider the YTD financial position of the Village Hall Committee
	<p>The Clerk informed Members about the Committee's financial status.</p> <p>It was NOTED that the following cost codes might exceed the allocated budget for the year due to an increase in the cost of services (34 – Cleaning Service; 36 – Power Supply), but the overall position of the Committee is solid.</p> <p>Members NOTED the financial position of the Committee.</p>
ScG VH/23/3/7	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)
	<p>The Clerk briefed Councillors on the project proposal, which has been slightly amended since the publication of the agenda. The amendment reduces the evening events to one per month to be held in the hall.</p> <p>Councillors NOTED the update.</p> <p>RESOLVED: The Committee agreed in principle to the free use of the Village Hall for Well-Being Wednesdays in Shavington-cum-Gresty, pending approval of funds from the funding authority. The Committee reserves the right to review this position if requests for meetings in an accessible room arise in time.</p>
ScG VH/23/3/8	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
	<p>Councillors NOTED the report.</p> <p>RESOLVED: The Clerk is delegated, in principle, to apply for funding for a project up to £5,000 (+VAT), subject to the following:</p> <ul style="list-style-type: none"> a. that a recommendation is made to Full Council to consider the project proposal. b. that a recommendation is made to Full council to consider allocating the needed 25% match-fund from reserves if the submission is successful. c. that the Clerk and the Chair of the committee are delegated to look at the detailed plan for the kitchen
ScG VH/23/3/9	To receive and consider a request from Shavington Village Festival Committee, for the use of the Hall on 29th June 2024
	Councillors NOTED the report.

	<p>Cllr Hancock abstained from the vote.</p> <p>RESOLVED: the request made from Shavington Village Festival Committee is accepted, subject to the following:</p> <ul style="list-style-type: none"> • That any activity inside the hall will be completed by 8:45AM
ScG VH/23/3/10	To receive and consider a proposal outlining enhancements for the main hall
	<p>Councillors NOTED the report.</p> <p>RESOLVED: A request is made to the Full Council to consider allocating any surplus from the Village Hall hiring income to be invested in enhancing projects for the hall.</p>
ScG VH/23/3/11	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
	<p>Councillors NOTED the report.</p> <p>RESOLVED: The provided quote is approved, and the Clerk is instructed to proceed with addressing the nonconformance issues listed. Any payments are postponed to the next financial year when the budget is available.</p> <p>RESOLVED: The Committee agrees that this job falls under s11.11 (ii) of the Council's Financial Regulations as a specialist service in the delivery of Fire Safety equipment.</p>
ScG VH/23/3/12	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
	<p>Councillors NOTED the report.¹</p> <p>RESOLVED: A recommendation is made to the full council to reconsider its position and willingness to support the Festival Committee with the provision of free storage. Additionally, the council should consider whether to delegate the Clerk to re-draft the agreement with the help of a professional solicitor</p>

Meeting Closed at 19:36 hrs

¹ Cllr Hancock left the meeting at 19:28hrs before item 12 was discussed

Chair: Cllr McIntyre

Clerk: S Garnero

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Month	N. day sessions	TOTAL sessions Available	TOTAL sessions booked by ScG PC	TOTAL sessions booked by hirers	Occupancy %	Month income hirers	Monthly target
Apr-24	3	90	4	67	74.44%	£1,894.00	151.52%
May-24	3						
Jun-24	3						
Jul-24	3						
Aug-24	3						
Sep-24	3						
Oct-24	3						
Nov-24	3						
Dec-24	3						
Jan-25	3						
Feb-25	3						
Mar-25							

TOTAL	£1,894.00
Yearly target	£15,000.00
Monthly target	£1,250.00
Diffence %	12.63%

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		300.00	300.00 (100%)
34	Cleaning Service				5,400.00	1,174.70	4,225.30	4,225.30 (78%)
35	Gas supply				4,800.00	160.48	4,639.52	4,639.52 (96%)
36	Power supply				1,600.00	137.00	1,463.00	1,463.00 (91%)
37	Fire equipment				330.00		330.00	330.00 (100%)
39	Online booking system				370.00		370.00	370.00 (100%)
40	Hygine service				700.00	578.51	121.49	121.49 (17%)
41	Water supply				3,000.00	483.88	2,516.12	2,516.12 (83%)
42	Waste collection				1,000.00	89.98	910.02	910.02 (91%)
47	General Maintenance				1,500.00	350.00	1,150.00	1,150.00 (76%)
48	Hall hire	15,000.00	3,701.50	-11,298.50				-11,298.50 (-75%)
60	Office costs income	6,600.00		-6,600.00				-6,600.00 (-100%)
71	Roof maintenance				3,000.00		3,000.00	3,000.00 (100%)
77	Fire emergency panel + smoke c				2,500.00	1,972.00	528.00	528.00 (21%)
SUB TOTAL		21,600.00	3,701.50	-17,898.50	24,500.00	4,946.55	19,553.45	1,654.95 (3%)

Summary

NET TOTAL	21,600.00	3,701.50	-17,898.50	24,500.00	4,946.55	19,553.45	1,654.95 (3%)
V.A.T.					790.32		
GROSS TOTAL		3,701.50			5,736.87		

Shavington-cum-Gresty Parish Council

23 May 2024 (2024-2025)

Receipts and Payments Forecast

Cost Centre 5 (Between 01/05/2024 and 31/03/2025)

Village Hall Committee

Code	Title	Receipts					Payments					Net Position	
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position	
33	Suppliers						300.00					300.00	300.00
34	Cleaning Service						5,400.00	663.70	6,006.00	6,669.70	-1,269.70	-1,269.70	-1,269.70
35	Gas supply						4,800.00	160.48	1,765.28	1,925.76	2,874.24	2,874.24	2,874.24
36	Power supply						1,600.00	137.00	1,507.00	1,644.00	-44.00	-44.00	-44.00
37	Fire equipment						330.00		302.50	302.50	27.50	27.50	27.50
39	Online booking system						370.00		339.13	339.13	30.87	30.87	30.87
40	Hygine service						700.00	578.51		578.51	121.49	121.49	121.49
41	Water supply						3,000.00	190.27	2,092.97	2,283.24	716.76	716.76	716.76
42	Waste collection						1,000.00	89.98	989.78	1,079.76	-79.76	-79.76	-79.76
47	General Maintenance						1,500.00	350.00		350.00	1,150.00	1,150.00	1,150.00
48	Hall hire	15,000.00	3,701.50	20,834.00	24,535.50	9,535.50							9,535.50
60	Office costs income	6,600.00				-6,600.00							-6,600.00
71	Roof maintenance						3,000.00		2,750.00	2,750.00	250.00	250.00	250.00
77	Fire emergency panel						2,500.00	1,972.00		1,972.00	528.00	528.00	528.00
SUB TOTAL		21,600.00	3,701.50	20,834.00	24,535.50	2,935.50	24,500.00	4,141.94	15,752.66	19,894.60	4,605.40	7,540.90	7,540.90

Summary

NET TOTAL	21,600.00	3,701.50	20,834.00	24,535.50	2,935.50	24,500.00	4,141.94	15,752.66	19,894.60	4,605.40	7,540.90
V.A.T.									668.85		
GROSS TOTAL				24,535.50					20,563.45		



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Report Statement

Meeting: Village Hall Committee, 29.05.2025

Report Purpose: To present an update on cleaning services at Village Hall

Version Control: v1

Author: Clerk

1. Report Summary

The report provides councillors with an update on cleaning services at the village hall, along with options for consideration.

2. Background

On 17 April 2024, the cleaning contractor submitted their termination of service notice, with the last scheduled cleaning on Friday 31 May 2024.

Following this resignation, the Clerk contacted seven companies to request quotations and promoted the vacancy on the parish council's channels (Facebook campaign with n.5 posts and Website). Despite generating a lot of interest and comments, only a few contacts were made.

There were two main groups of interested parties:

- a. Local residents who are available for the job and can be at the premises more frequently, but are unable to provide insurance.
- b. Business companies that require a minimum two-hour slot.

3. Position

Options and quotations are presented in this report.

It is worth noting that, to ensure continuity of services for the Village Hall hirers, the Parish Clerk has temporarily appointed a company to cover cleaning services for the month of June. Any further agreement will need to be approved by the Council.

Out of the seven companies contacted, three companies provided their quotes for the job:

- Quote A: £30 per hour (available to drop the price to £25 depending on the frequency of service)
- Quote B: £90 per hour for 2 maids



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- Quote C:£21.50 per hour

The Clerk also met with two local cleaners who were interested in the job but could not provide the necessary insurance information.

The previous cleaning company contract was for three visits per week, two hours each. However, it is the Councillors' view that this frequency will need to be increased due to the higher occupancy rate of the hall. Ideally, Councillors would like to have cleaners every day for one hour, including weekends. This has proven to be quite difficult due to the availability of people. However, a solution with 4-5 visits per week might be considered.

The allocated budget for cleaning this year is £5,040 (=£5,400-£360 window cleaning)

Two Options to Consider:

Option A: Appoint one of the company that submitted a quote

- Pros: Guarantees service and continuity, reduces people management.
- Cons: Even the lowest quote (with only 6 hours per week) will exceed the allocated budget.
 $£21.50 * 6 * 4 * 12 = £6,192$ per year

Option B: Employ Two Cleaners/Caretakers (Fixed-Term Contract for 12 Months) scp 8

- Pros: With a budget similar to the lowest quote, the council could increase the number of visits (and cleaning) to 4 or 5 per week. There is also the possibility to include weekend opening within the contract or as extra.
 - Calculation for 4 hours/week each: $£12.84 * 4 * 4 * 12 = £2,465.28$ per year per cleaner = £4,930.56 total per year
 - Calculation for 5 hours/week each: $£12.84 * 5 * 4 * 12 = £3,081.60$ per year per cleaner = £6,163.20 total per year
- Cons: HR responsibilities, covering illness and holidays, and the need to provide cleaning equipment (initial investment up to £300, plus £20 per month for consumables).

On 22 May 2024, the Staffing Committee reviewed the Caretaker job description (attached to this report) and recommended it to the full council, subject to the council's decision on this matter.

This committee is requested to consider both options and make a recommendation to the full council on which is more appropriate.

4. Equality Impact

Shavington-cum-Gresty Parish Council is an equal opportunity employer, and encourage candidates from all backgrounds to apply.

5. Community Impact

Positive: the community will benefit a well-maintained hall



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6. Governance

Shavington-cum-Gresty Finance Regulation
Shavington-cum-Gresty Committees ToR
Shavington-cum-Gresty Employee Handbook

7. Financial Impact

TBD depending on option, but probably exceeding the allocated budget.

8. Resource Impact

Clerk

9. Conclusions

Councillors are asked to note the report and to consider which option they wish to recommend to the full council. If option A is chosen, the committee should consider which quote to recommend. If option B is chosen, the committee should consider the minimum number of hours (visits) needed to maintain the village hall in a proper state.

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Appendices

Job Description: Village Hall Caretaker (Part-Time),

Location: Shavington-cum-Gresty Village Hall, Main Road, Shavington,
Crewe CW2 5DP

Hours: Part-Time (5 hours per week) 12 months fix term contract

Reporting to: Parish Clerk

Job Summary:

Shavington-cum-Gresty Village Hall Caretaker will be responsible for the maintenance, cleanliness, and security of the Shavington-cum-Gresty Village Hall. This role requires a reliable and diligent individual with excellent attention to detail to ensure the smooth operation and presentation of the village hall for hirers and community events.

Key Responsibilities:

1. Building Maintenance:

- Conduct regular inspections of the village hall premises to identify maintenance needs, safety hazards, and cleanliness standards.
- Report any repairs, damages, or maintenance requirements to the Council Manager promptly.
- Perform minor maintenance tasks such as changing light bulbs, repairing fixtures, and addressing minor plumbing issues as needed.

2. Cleaning and Sanitisation:

- Clean and sanitise all areas of the village hall, including floors, surfaces, restrooms, and kitchen facilities.
- Ensure that cleaning supplies and equipment are stocked and maintained in good condition.
- Follow health and safety protocols and guidelines for cleaning and disinfection to maintain a safe and hygienic environment.

3. Hall Preparation (on request)

- Prepare the village hall for hire by ensuring that tables, chairs, and equipment are set up according to hirers' requirements.
- Open the village hall to hirers at scheduled times and provide assistance as needed during their events or activities.
- Monitor the condition of equipment and furniture, reporting any damages or discrepancies to the Council Manager.

4. Security and Access Control:

- Lock and unlock the village hall at specified times, ensuring that doors and windows are secure when not in use.
- Respond to security alarms or incidents promptly, taking appropriate action and notifying authorities if necessary.

5. Communication and Coordination:

- Maintain effective communication with the Parish Clerk and other staff members regarding hall maintenance, bookings, and any issues or concerns.
- Liaise with hirers to coordinate access, address inquiries, and resolve any issues related to the village hall facilities.



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- Collaborate with the Booking Volunteers and the Clerk to schedule weekend availability and ensure coverage for village hall activities.

Qualifications and Experience:

- Previous experience in building maintenance, cleaning, or facilities management is preferred.
- Basic knowledge of health and safety regulations and procedures.
- Strong attention to detail and ability to work independently with minimal supervision.
- Availability to work weekends and evenings as required.

Personal Attributes:

- Reliability and punctuality in fulfilling job duties and responsibilities.
- Strong work ethic and commitment to maintaining high standards of cleanliness and presentation.
- Adaptability to handle unexpected situations or emergencies calmly and efficiently.
- Respect for confidentiality and discretion when dealing with sensitive information.

Application Process:

Interested candidates should submit a resume/CV along with a cover letter outlining their relevant experience, qualifications, and availability for weekend work. Applications should be sent to clerk@shavingtononline.co.uk by xx. Shortlisted candidates will be contacted for an interview.

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