



SHAVINGTON
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GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

2 October 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 9 October 2024** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP.**

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 29 May 2024 (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 the YTD financial position of the Village Hall Committee. (attached)
6	To receive and consider an update regarding the Village Hall occupancy rate. (attached)

7	To receive and consider a proposal to the Village Hall review booking fees from 1 April 2025 (attached)
8	To consider and inform the budget setting process for 2025/26 financial year (attached)
9	To consider recommending to the full council the closure of the Village Hall on the following days to support local events and hall management: <ul style="list-style-type: none">• Shavington Village Festival (day of the event)• Remembrance Service (day of the event)• From Christmas Eve through to 2nd January
10	To note the date of the next Village Hall Committee Meeting – 22 January 2025 7:30PM

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



MINUTES of the meeting held on **Wednesday 29 May 2024**

In attendance: Cllrs McIntyre, K Gibbs, Hancock

Ms Adams, Ms Clarke, Cllr B Gibbs

ScG VH/24/1/1	To elect the Chair and Deputy Chair of the Village Hall Committee.¹
	RESOLVED: That Cllr McIntyre and Cllr K Gibbs were elected Chair and Deputy Chair of the Village Hall Committee, respectively.
ScG VH/24/1/2	To receive and consider apologies for absence.
	No apologies was received.
ScG VH/24/1/3	To note declarations of Members' interests.
	No declaration of interest was raised.
ScG VH/24/1/4	To note the Terms of Reference of the Village Hall Committee.
	The Terms of Reference of the Village Hall Committee were NOTED .
ScG VH/24/1/5	To consider the appointment of non-Parish Councillors Members to the Committee as representatives of the community.
	RESOLVED: that Ms Clarke and Ms Adams are appointed as non-Parish Councillors Members of the Committee

¹ Meeting started 19:32hrs

ScG VH/24/1/6	To confirm and sign the minutes of the Village Hall Committee Meeting held on 31 January 2024
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/24/1/7	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/24/1/8	To receive and consider an update regarding the Village Hall occupancy rate.
	Councillors NOTED the report.
ScG VH/24/1/9	To receive and consider the YTD financial position of the Village Hall Committee.
	Councillors NOTED the YTD position of the Village Hall Committee.
ScG VH/24/1/10	To consider making a recommendation to Community & Engagement Committee with regards to the final position of the new Parish Map frame.
	Cllr McIntyre briefed Councillors on the item. Councillors NOTED the update. RESOLVED: that a recommendation is made to the Community & Engagement Committee that both map frames should be displayed in the main hall for an initial temporary exhibit, with the option to extend it to a permanent display.
ScG VH/24/1/11	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.
	Clerk briefed Councillors on the item. Councillors NOTED the update.

	RESOLVED: that the Clerk, in consultation with the Chair and Deputy Chair of the Committee, is delegated to appoint a supplier to complete the repair of the roof within the allocated budget
ScG VH/24/1/12	To receive an update with regards to the Improved, Greener Community Fund.
	Clerk briefed Councillors on the item. Councillors NOTED the report.
ScG VH/24/1/13	To receive and consider an update on cleaning services at the Village Hall To consider making a recommendation to the Full Council on how to proceed.
	Councillors NOTED the report. RESOLVED: that option A is recommended to Full Council RESOLVED: that it is recommended that the Full Council approve and sign Quote C, with a 12-month rolling contract, allowing for the possibility to scale up as needed on an ad hoc basis and with a 3-month termination notice.
ScG VH/24/1/14	To receive considerations on the weekend availability of volunteers to open the village hall and possible mitigation actions to address the issue.
	Clerk briefed Councillors on the item. Councillors NOTED the update. RESOLVED: that it is recommended that the Full Council consider sustainable options for weekend bookings, with the understanding that any proposed options must be reviewed and approved by this committee before implementation. RESOLVED: that the Community Manager is requested to run a campaign to recruit volunteers for opening the hall during weekends. RESOLVED: The prices and policies for 2025/26 should be reconsidered to support and encourage long-term bookings.
ScG VH/24/1/115	To note the date of the next Village Hall Committee Meeting – 22 January 2025 7:30PM

	Councillors NOTED the date of the next meeting.
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Meeting Closed at 2125 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	81.96	218.04	218.04 (72%)
34	Cleaning Service				5,400.00	2,808.70	2,591.30	2,591.30 (47%)
35	Gas supply				4,800.00	857.23	3,942.77	3,942.77 (82%)
36	Power supply				1,600.00	674.00	926.00	926.00 (57%)
37	Fire equipment				330.00		330.00	330.00 (100%)
39	Online booking system				370.00	369.77	0.23	0.23 (0%)
40	Hygine service				700.00	578.51	121.49	121.49 (17%)
41	Water supply				3,000.00	1,289.92	1,710.08	1,710.08 (57%)
42	Waste collection				1,000.00	417.21	582.79	582.79 (58%)
47	General Maintenance				1,500.00	1,322.45	177.55	177.55 (11%)
48	Hall hire	15,000.00	12,041.00	-2,959.00				-2,959.00 (-19%)
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%)
83	PRS					2,508.48	-2,508.48	-2,508.48 (N/A)
SUB TOTAL		21,600.00	12,041.00	-9,559.00	24,500.00	12,880.23	11,619.77	2,060.77 (4%)

Summary

NET TOTAL	21,600.00	12,041.00	-9,559.00	24,500.00	12,880.23	11,619.77	2,060.77 (4%)
V.A.T.					1,411.30		
GROSS TOTAL		12,041.00			14,291.53		

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	93	5	69	74.19%	£1,990.25	159.22%
Jun-24	3	90	10	61	67.78%	£2,312.00	184.96%
Jul-24	3	93	5	60	64.52%	£3,429.25	274.34%
Aug-24	3	93	4	46	49.46%	£2,751.75	220.14%
Sep-24	3	90	4	65	72.22%	£3,672.75	293.82%
Oct-24	3						
Nov-24	3						
Dec-24	3						
Jan-25	3						
Feb-25	3						
Mar-25							

TOTAL	£16,050.00
Yearly target	£15,000.00
Monthly target	£1,250.00
Diffence %	107.00%



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Report Statement

Meeting: Village Hall Committee, 09.10.2024

Report Purpose: Review and propose updated booking fees for the Village Hall for the 2025/26 period (from 1 April 2025) to achieve the income goal of £21,000.

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to review the current booking fees and propose adjustments to meet the income target of £21,000 (income 2023/24) for the financial year 2025/26.

Considering an average occupancy rate of 70%, predominantly due to long-term bookings, this report will suggest an updated fee structure to ensure the target is achievable.

2. Background

The Village Hall aims to meet an annual income target of £21,000 for the upcoming financial year. Currently, the hall experiences an average occupancy rate of 70%, with bookings mainly coming from long-term users. The current session structure and pricing can be found on our website: [Village Hall Hire Sessions](#).

3. Position

To meet the income target of £21,000 with the current 70% occupancy rate, the existing fee structure needs to be revised. The proposed fees for the 2025/26 period are as follows:

Proposed Fee Structure based on the following:

On average there are 13 sessions per week with long term bookings

On average there are 2 session per weekend

Session	Current Rate	Proposed Rate (2025/26)
Weekday Morning (9:00 am - 1:00 pm)	£33	£35
Weekday Afternoon (1:00 pm - 5:00 pm)	£33	£35
Weekday Evening	£33	£35



Weekend session	£50	£55
Weekend session resident	£35	£40
Saturday night	£70	£75
Concessionary fee	£24.75	£26.25

To meet the target: $£21,000/52=£404/\text{week}$

$£26.25 * 13 \text{ sessions} = £341.25$ revenue from weekly long term booking

+

$£40 * 2 \text{ sessions} = £80$ revenue from weekly weekend booking

=

$£421.25$ average weekly income with new proposed fees

By adjusting the rates as suggested, the Village Hall should be able to meet the target revenue while remaining competitive and accessible to the community.

4. Equality Impact

The proposed changes aim to balance the need for increased revenue with affordability for all user groups, ensuring continued access for long-term and regular hirers.

5. Sustainability Impact

The increase in fees will support the sustainable operation of the Village Hall, ensuring funds are available for ongoing maintenance, improvements, and services.

6. Community Impact

The new tariff aims to be fair and reflective of market rates, ensuring the Village Hall remains an attractive venue for community events while achieving financial goals.

7. Governance

The review of fees has been undertaken following the Village Hall's governance structure and in consultation with the Committee.

8. Financial Impact

The proposed fee adjustment is necessary to meet the £21,000 income target. This increase will help cover rising operational costs while ensuring the financial health of the Village Hall.

9. Resource Impact



10. Consultation/Engagement

11. Wards Affected

12. Conclusions

Members are requested to note the report and consider the following actions:

- a. Agree to recommend the proposed rates to the Finance & Strategy Committee (F&S).
- b. Suggest amendments to the proposed rates and recommend them to the Finance & Strategy Committee (F&S).
- c. Decide not to approve the proposed rates.



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Report Statement

Meeting: Village Hall Committee

Report Purpose: To inform the budget 2025/26 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2025/26 budget for Village Hall Committee.

2. Background

Members approved the Budget Setting Schedule for the Council's 2025/26 Budget at the Full Parish Council meeting held on 3 July 2024. The Budget Setting Schedule outlined the timeline for budget preparation and reporting of the draft budget to the various Committees of the Council.

The draft 2025/26 Village Hall is presented in this report, along with the attached appendix, for Members' consideration. The draft 2025/26 VHCommittee Budget has been developed in accordance with the key principles of the Parish Council.

3. Position

The detailed draft 2025/26 VH Budget is attached at Appendix 1 for Members' consideration.



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Members will note that the attached draft budget figures include references to the 2024/25 budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2025/26 budget proposals.

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4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Village Hall Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2025/26 budget, and provide comments, feedback or proposed amendments



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Village Hall Committee		Income	Expenditure	Income	Expenditure	
33	Suppliers		£ 300.00		£ 300.00	
34	Cleaning Service		£ 5,400.00		£ 6,552.00	average cost of cleaning £516 per month + windows
35	Gas supply		£ 4,800.00		£ 4,000.00	£3455.48 spent in 2023/2024
36	Power supply		£ 1,600.00		£ 1,600.00	£1500 spent in 2023/24
37	Fire equipment		£ 330.00		£ 340.00	
39	Online booking system		£ 370.00		£ 400.00	Nex billing \$499.80
40	Hygine service		£ 700.00		£ 700.00	
41	Water supply		£ 3,000.00		£ 2,500.00	£2124 spent in 2023/24. I added a 10% increase
42	Waste collection		£ 1,000.00		£ 1,200.00	Spent £1,100 in 2023/24
47	General Maintenance		£ 1,500.00		£ 1,500.00	
NEW	PRS licence (936 sessions)				£ 1,500.00	
48	Hall hire	£ 15,000.00		£ 21,000.00		Income 2023/24
NEW	<i>Fire emergency panel + smoke detectors</i>		£ 2,500.00			
60	Office costs	£ 6,600.00		£ 6,600.00		
NEW	<i>Roof maintenance</i>		£ 3,000.00		£ 3,500.00	
	SUB TOTAL	£ 21,600.00	£ 24,500.00	£ 27,600.00	£ 24,092.00	

Shavington-cum-Gresty, *Village Hall Committee 09.10.2024*
Agenda Item 8



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