



SHAVINGTON
CUM
GRE^{STY}

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

15 April 2025

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 23 April 2025** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Yours sincerely,

Holly Marshall
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 22 January 2025 (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 consider a report on a request from a regular hirer for an adjustment to the 4-hour booking slot currently held (attached)
6	To note the date of the next Village Hall Committee Meeting – TBC



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22 January 2025

MINUTES of the meeting held on
Wednesday 22 January 2025

In attendance: *Cllrs G McIntyre, K Gibbs, R. Hancock, S Jones,*
Ms Adams, Ms Clarke,

Minutes

ScG VH/24/03/1	To receive and consider apologies for absence
	No apologies received
ScG VH/24/03/2	To note declarations of Members' interests.
	No declaration of interest was raised.
ScG VH/24/03/3	To confirm and sign the minutes of the Village Hall Committee Meeting held on 9 October 2024 (attached)
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/24/03/4	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/24/03/5	To receive and consider the YTD financial position of the Village Hall Committee. (attached)
	Councillors NOTED the YTD position of the Village Hall Committee.
ScG VH/24/03/6	To receive an update on the roof repair work & gutter cleaning undertaken at the Village Hall. (to follow)
	Members noted the update. RESOLVED Members requested a further update once available.
ScG VH/24/03/7	To receive an update on the planned electrical work to install lighting sensors at the Village Hall (to follow)

	<p>Members noted the verbal report from Cllr McIntyre that movement sensitive lights have been fitted in all downstairs room except for the hall. A new light switch has been placed in the hall. Upstairs office remains the same. The switch board in the bar area is now not in use.</p> <p>RESOLVED: Cllr McIntyre to ask suppliers about lighting switch cover and also ensure that the information about new lighting is given to all hall hirers .</p>
ScG VH/24/03/8	To receive an update on the Improved Greener Facilities Fund Grant (to follow)
	<p>Members noted the report.</p> <p>Funding bid 1: RESOLVED: that the Chair and Vice-Chair of the VH Committee alongside the Community Manager or Clerk are delegated to proceed with the decision making process for this IGCF Grant funding to meet the funding spend deadline.</p> <p>Funding bid 2: RESOLVED: that the Chair and Vice-Chair of the VH Committee alongside the Community Manager or Clerk are delegated to proceed with the decision making process for this IGCF Grant funding with consideration given to the security of the screen and the security doorbell.</p>
ScG VH/24/03/9	To note the date of the next Village Hall Committee Meeting – TBC

Meeting Closed at 2021 hrs

Chair: Cllr G McIntyre

Clerk: S Randle (Community Manager)



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Report Statement

Meeting: Village Hall Committee

Report Purpose: To make a decision on a request from a regular booker to adjust the timing of a 4 hour slot

Version Control: v1

Author: Clerk

1. Report Summary

This report gives details on the request from a regular booker to extend their booking slot for 30 minutes each week.

2. Background

The village hall books out slots of 4 hours throughout the week, utilising the hall for approx. 67% of the time over the past 6 months. Since this booking system was introduced it has included an agreed 1 hour gap between slots to allow time for any contingency issues.

3. Position

The Village Hall Committee have been asked to consider granting an extension of up to 30 minutes to a class with a currently booked slot of 1pm-5pm, extending to 5.30pm on a week day, during the agreed gap. The 5pm-6pm gap is prime user time for their classes. We currently have a regular booking for the 6pm-10pm slot. Their current start time for their activity is 7pm, however, they have use of the hall from 6pm.

The regular booker has stated they will not continue booking at our venue without this extension being granted as it is too difficult for them operationally to continue and flexibility on our policy will improve the user experience. This booking will account for £1260 revenue in 25/26. They currently book 4 other 4-hour slots with us during the week on a long term basis, equating to an additional £5040 in revenue.

If we made this adjustment it may need to be formalised to allow a policy of fairness across the board for regular users.

The user was informed before this meeting was scheduled that they would be able to use the hall for the extra time for their next 16 week block booking (beginning w/c 28 April) as a trial and they have let their clients know this change. They have been informed since that the official decision on this matter will be conveyed after this meeting.

4. Equality Impact

There are no equality concerns related to this report.



5. Sustainability Impact

There are no sustainability concerns related to this report.

6. Community Impact

It is important that the Village Hall supports the community through there provision of services and that community groups are able to access the hall in a fair and transparent manner.

7. Governance

The decision on this matter would be a change to the booking process and therefore decision should be made by the Committee.

8. Financial Impact

The Committee could decide to charge more for the additional time used if agreed. If not agreed there is a potential loss of £1260 per annum of revenue.

9. Resource Impact

10. Wards Affected

11. Conclusions

The Village Hall Committee is asked to consider granting the extension to the regular booker and additionally considering allowing flexibility in our policy moving forwards.

The Village Hall Committee is asked to:

1. Reject the request for an adjustment to the 4 hour booking
2. Approve the request for an adjustment for the next 16 week block booking only and to use this time to review any issues arising and whether a longer term adjustment to the policy should be made.
3. Approve the request for an adjustment for the next 16 week block booking only to allow the classes to continue as advertised, but not consider this for longer term.
4. Approve the request on a permanent basis and instruct the Clerk to devise adjustments to the booking policy in consultation with the Committee.

12. Consideration Sought

The Village Hall Committee is asked to approve the request for the next 16 week block booking only and to use this time to review any issues arising and whether a longer term adjustment to the policy should be made.