

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

**MINUTES OF A MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON
16 AUGUST 2017 IN THE VILLAGE HALL, SHAVINGTON**

PRESENT:	Councillor V Adams	Chairman
	Councillor G McIntyre	
	Councillor W McIntyre	
	Mrs J Clarke	(Non-Parish Council Member)
APOLOGIES:	Councillor E Clayton	
	Ms N Vigrass	(Non-Parish Council Member)

34 ELECTION OF CHAIRMAN

This was the first meeting in the Municipal Year and the Committee was invited to elect a Chairman.

RESOLVED: That Councillor V Adams be elected Chairman to serve until the next Annual Council meeting.

35 DECLARATIONS OF INTEREST

Members of the Parish Council were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

The non-parish council Member was invited to consider if she had a conflict of interest in respect of any item on the agenda.

No declarations were made.

36 MINUTES OF THE PREVIOUS MEETING – 22 FEBRUARY 2017

RESOLVED: That the Minutes of the meeting held on 22 February 2017 be approved as a correct record.

37 TERMS OF REFERENCE FOR THE COMMITTEE

The Terms of Reference for the Committee had been approved at Annual Council on 3 May 2017 and were submitted for information.

38 PARISH NEWSLETTER

Issue Two of the Parish Newsletter had now been finalised. The Clerk had tried to arrange a meeting of this Committee for 19 July to enable copy to be finalised; however, as some of the Members were on holiday, the meeting could not take place.

The Clerk prepared an article about the village hall, based on the website information, and this had been included in the newsletter which was due for delivery at the end of August.

39 REPLACEMENT OF SEAT PADS

The Committee was invited to consider the purchase of seat pads to replace those which had been disposed of by one of the regular hall users.

The following was **AGREED:**

- 130 seat pads were required to ensure that there were sufficient spares.
- The seat pads should be made of memory foam and have washable, removable covers.

- The colour should be dark blue, flecked to harmonise with the colour of the seats.
- In due course, stackable boxes would need to be purchased to store the seat covers.
- The cost of each seat pad was expected to be no more than £4.
- The Clerk was asked to source the seat pads from the Dunelm Mill website and present a quotation to the next Parish Council meeting.

RESOLVED: That the Clerk take action as indicated.

40 MAINTENANCE ITEM – BLOCKED DRAIN IN CAR PARK

Councillor W McIntyre reported that there was a blocked drain in the car park.

The Clerk was asked to contact Dyno-Rod to arrange for an engineer to inspect and assess the work required.

**41 USE OF VILLAGE HALL CAR PARK
(Item requested by Councillor W McIntyre)**

It had recently been reported to the Parish Council that the car park at Shavington Primary School would no longer be available for general parking by residents. It was currently closed, but when it re-opened it would be accessed by means of a gate code and access would be limited to specific staff and other authorised persons.

A consequence of this measure, which was a significant disadvantage to the local community, was that requests were being made to the Parish Council for the village hall car park to be made available to a variety of groups when the hall was not otherwise in use.

At its meeting on 5 July 2017, the Parish Council had agreed to a request from the Reverend Denise Harding to make the car park available for the congregation at the Methodist Church on Sundays when there were no functions in the hall. It was expected that other local groups might also request the car park to be made available on occasions when the village hall was not in use.

The Committee was asked to consider if a recommendation should be made to the Parish Council to make a charge for use of the car park if requests from local groups were forthcoming. Members declined to make a recommendation but agreed that this should be added to the Parish Council agenda for 6 September 2017.

RESOLVED: That the Parish Council be asked to consider if charges should be levied for use of the village hall car park by non-users.

42 FREE USE OF THE VILLAGE HALL

Although not listed on the agenda, a Member reported that she had received a request to provide the village hall free-of-charge for a charity event.

The Clerk advised that as there were no concessions offered in the hire terms and conditions, the Parish Council would be breaching its own regulations if this were to be agreed. If the Parish Council was minded to approve such a request, it would need to revise the terms and conditions of hire to include a 'free-of-charge' entry for specific bookings, where the hall user qualified for free use. This would ensure that the Parish Council was open and transparent and was seen to be even-handed when considering such requests.

This item was referred to the Parish Council for a decision.

**43 VILLAGE HALL KEYS – UNAUTHORISED USE
(Item requested by Councillor W McIntyre)**

Although some regular users had complained that unauthorised people were entering the village hall and using the upstairs Meeting Room, there was no evidence to suggest that this

was owing to an unauthorised use of keys. The most likely explanation was that a key-holder may have lent their keys to others. Enquiries were being carried out.

44 INCOME REDUCTION
(Item requested by Councillor W McIntyre)

It was reported that there had been a loss of income following the departure of the Bridge Club and Street Dance which were using alternative premises.

Arising out of discussion, reference was made to the Drama Group which paid in advance for its use of the hall and currently paid £300.

RESOLVED: That the fee to the Drama Group continue at the current level of £300.

45 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That in accordance with Paragraph 1(2) of The Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item owing to the confidential nature of the business to be transacted and the public interest would not be served in disclosing that information.

46 VILLAGE HALL UP-GRADING PROJECTS

The Committee reviewed the position regarding quotations for the three projects at the Village Hall: (a) Ceiling replacement; (b) Decoration of main hall; and (c) Toilets upgrading.

The following documents/information were submitted to remind Members of the background leading up to the current position.

- (A) Report submitted to the Parish Council on 16 November 2016.
- (B) Report submitted to the Parish Council on 1 March 2017; this was based on the Committee's discussions at its meeting on 22 February 2017.
- (C) Background document, submitted to the Parish Council on 13 March 2017. This also provided a detailed timeline of events dating back to November 2015. At the meeting on 13 March 2017, a revised specification was agreed and had been issued to potential contractors.

The Parish Council then reviewed the situation at its meetings on 5 April 2017, 3 May 2017 (Annual Council) and 5 July 2017.

It was at Annual Council that Members decided that the scheme should be divided into three separate projects, with individual specifications for each. These were then advertised on MyBuilder.com and Facebook, following which Councillors Adams and W McIntyre had been able to show some prospective contractors around the hall.

The Committee was now asked to consider how to proceed to bring these projects to fruition.

Members agreed that no further action could be taken at this stage. A contractor had made an appointment to visit the hall on 17 August and was interested in quoting for all three projects. For this reason, Members considered that it would be prudent to wait until his quotation was received. In the meantime, to avoid unnecessary delays, the Clerk was asked to seek quotations from companies with appropriate credentials, requesting receipt of quotations within a five-week period.

47 DATE OF NEXT MEETING

8 November 2017

.....Chairman