

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

MINUTES OF A MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON 13 MARCH 2019 IN THE VILLAGE HALL, SHAVINGTON

PRESENT:

Councillor V Adams
Councillor E Clayton
Councillor K Gibbs
Councillor R Hancock

Chairman

Mrs J Clarke

non-Parish Council member

21 DECLARATIONS OF INTEREST

Members of the Parish Council were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had 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.

No declarations were made.

22 MINUTES OF THE PREVIOUS MEETING (23 JANUARY 2019)

RESOLVED: That the Minutes of the meeting held on 23 January 2019 be approved as a correct record.

23 CO-OPTION OF MEMBER

There was one remaining place on the Committee for a non-Parish Councillor to be co-opted. Nominations must come from Members of the Committee, in accordance with the co-option procedure approved at Council in 2018.

No nominations had been received and this matter could be considered at the next meeting.

24 DAY-TO-DAY MANAGEMENT ARRANGEMENTS

At the meeting held on 6 March 2019, the Parish Council approved an arrangement whereby Councillor Kevin Gibbs' offer to take over the day-to-day management of the Village Hall was accepted. Councillor Gibbs would be responsible for taking bookings for the hall, together with other responsibilities as listed in the report which had been submitted to the Parish Council and was now enclosed for information.

Members acknowledged that in view of these changes, the signage outside the Village Hall required amendment.

The proposed call-handling arrangement was explained to Members. The Gradwell phone line (01270 262636) would be reconfigured to enable callers to select option 1 to make a booking in the Village Hall, or option 2 to speak to the Clerk. The company would e-mail Councillor Gibbs with details of the bookings taken between 9.00 am and 5.00 pm. For enquiries made outside office hours a personalised voice mail would inform the caller that the enquiry would be dealt with the next day.

Councillor Adams had agreed to continue to be available to show prospective clients around the Village Hall.

25 CONTRACT FOR CLEANING

Crystal Clean South Cheshire would continue to clean the hall until 30 April 2019. In the meantime, the vacancy for an independent contractor had been advertised in the quarterly newsletter.

An Interview Panel comprising Councillors Vivien Adams, Linda Buchanan and Martin Andrews had been appointed at the Parish Council meeting on 6 February 2019 and was given delegated authority to review applications, short-list and interview.

The deadline date for receipt of applications was 29 March 2019.

As the advertisement was for an independent contractor, the panel would need to consider the following which had been included in a report to the Committee on 24 September 2018.

Guidance on self-employed contractors.

The Council will need to be assured that whoever is appointed is self-employed in accordance with HMRC criteria. If a person answering an advertisement for a Village Hall cleaner may claim to be self-employed, but if they do not satisfy HMRC's criteria, the Parish Council may find itself liable to HMRC for income tax and NI which can be back-dated 6 years.

Therefore, when a candidate applies for the contract and states that they are self-employed, it is suggested that they should be asked for their HMRC Code/number (known as their UTR – unique tax reference No.) If they do not have one, they are not self-employed. If their employment status is not clear, HMRC has an employment status indicator which can be used.

As a basic 'rule of thumb' - HM Revenue and Customs criteria are that self-employed people:

- *Take risks with their own money in taking on the work - for example, they cannot demand extra payment if the work takes longer than originally planned.*
- *Are able to engage others to do the work on their behalf.*
- *Can decide where, when, and how the work is done.*
- *They submit invoices.*
- *They do not receive holiday or sick pay.*
- *Are responsible for their own NI and tax.*
- *Are required to put right unsatisfactory work in their own time and at their own expense.*
- *Provide their own equipment and materials.*
- *Can hire someone else to do the work.*
- *Can work for more than one client.*
- *Have their own public liability insurance – separate to that of the Village Hall.*
- *They operate under a 'contract for services' or similar.*

Although self-employed cleaners will have no employment-relate rights, they do have a right to protection for their Health & Safety, discrimination and any rights set out in the terms/contract. The Parish Council has a duty of care to them and must comply with health and safety law.

26 VILLAGE HALL LONG-TERM MANAGEMENT ARRANGEMENTS

As agreed at the Parish Council meeting on 6 March 2019, Claire Jones from Cheshire Community Action would be invited to offer dates for attendance at a specially-convened Parish Council meeting in June 2019.

27 MAINTENANCE MATTERS

Councillor Hancock had suggested that the Committee consider the following; however, some of these items would cut across the proposals which had already been agreed at the Parish Council meeting on 6 March 2019.

- a) Purchase of a baby-changing table.
Councillor Hancock had carried out some research on-line and had identified a company which supplied baby-changing tables; she provided the on-line address for Members to view.
- b) Mirrors in the ladies, gents and disabled toilets.
A long mirror was required for the ladies' toilet, together with a small over-basin mirror. A small over-basin mirror was required for the gents' toilets and the disabled toilet.

- c) Door repair to Gents' toilets.
This had now been carried out by Councillor Andrews.
- d) Notice-board to be re-hung in the foyer.
The large notice-board, previously located in the foyer would need to be re-hung but would require refurbishment.
- e) Removal of Christmas decorations in the main hall.
No action agreed, but whoever would be removing the decorations would require use of a ladder.
- f) Guttering around the shed in the car park.
Councillor K Gibbs undertook to deal with this.
- g) Replacement tiles in the kitchen
This would form part of the refurbishment which had already been included as a budget item for 2019-2020.
- h) First Aid Box
A new first aid box was required.
- i) Accident Book
The Clerk undertook to purchase an accident book from the Health & Safety Executive.
- j) Sanitary Disposal items
Members discussed the provision of a nappy disposal unit, together with provision for disposal of incontinence pads in the disabled toilets.

AGREED: That the Clerk arrange for Dame Hygiene Services to provide a nappy disposal unit, and a bin for incontinence pads in the disabled toilets.

28 DATE OF NEXT MEETING

15 May 2019 – 6.30 pm