



# HALE PARISH COUNCIL

## Of the Halton Borough in the County of Cheshire



### VILLAGE HALL COMMITTEE

**Minutes of Village Hall Committee Meeting**  
**Held at the Village Hall on Thursday 4 April 2019, 15.00 hrs**

#### **Present**

Cllr. Gary Wright Chairman,(GR)  
Cllr. Luke Trevaskis (LT)  
Cllr Malcolm Spargo (MS)  
Cllr.Peter Platt,(PP)  
VH Manager. Paul Daly (PD)

#### **Members of the Public**

James Ross, Val Balaze, Berni Mitchell, Alison Jones.

#### **Minutes from the last Meeting**

These were unavailable, they are now attached to this document.

#### **Opening Item – Village Hall Lottery Grant**

General background briefing was given by Alison Jones outlining the history of the Lottery Grant given to provide the new hall, summarised as follows:

Commenced in December 2013 and passed three stages to qualify for the grant. The Lottery identified the reasons why the grant was given as follows:

Hale was part of Halton BC which was designated a special area for funding requirements of this nature

The Hall would be located in the centre of the Village

It would provide valued social activities such as a community Coffee Shop, additionally, social activities such as Bingo, Art and Knitting groups

Could provide local general services not currently available and considered beneficial to the community

A facility for all the residents of Hale Village to receive the improved benefits the hall could offer

Improve the general quality of life to residents of Hale Village

It should not generate an overall profit (surplus) after all the running costs have been covered.

It should however be proactive to obtain new business to assist with the general maintenance costs.

#### **Reply from the Village Hall Council**

MS thanked Alison Jones for her very helpful background to the history of the Lottery Grant.

The committee were mindful of the operating costs associated with the Hall. It was outlined that the Hall would cost a considerable amount of money to maintain annually, we should not allow the costs to get out of hand, relying on the precept as a backup. The Hall should operate under good general business practices, generating sufficient funds to minimise any subsidies. Good causes undertaken currently in the hall should be viewed as potentially in the medium to long term, provided free to the neediest users, all funds to be generated by good business management of the hall's resources.

The New VH manager, Paul Daly, was welcomed as now part of an essential long overdue management structure, to help improve a good management practices, to provide the expected

community services, with the assistance of the VH Committee, and jointly agree how to take the various activities forward.

## **Agenda Items for Discussion**

### **1. The New Managers expected general tasks and targets**

These were outlined in general, we hoped that PD would have the opportunity to immediately take over the day to day running of the VH. Individual meetings will be arranged with members of the VH and PD, to ensure that he has a complete understanding of the expected standards and targets.

PD welcomed this opportunity and stated that his past experiences with this type of undertaking would be of great assistance to the success of the VH.

### **2. Review of the Website**

The current website has received considerable amount of attention from members of the VH during the past six months. Great difficulties had occurred trying to modify a very poorly developed site. We had had the benefit of the examination of the current site by Will Stevens, who has a good experience of Web sites and currently operates 'Hale on Line'. We collectively agreed that the current set up was not fit for purpose; we need to start again with our own control (Domain) to ensure that the site was up and running ASAP. PD agreed to make this a priority and hold a meeting with Will Stevens to ensure that the site could operate to a minimum expected standard as soon as practicable. We would require the purchase of a new 'Domain' for the revised system to function adequately.

All parties agreed that the site should maintain the existing logo and be able to have the potential to have hall availability and booking procedures in place with the shortest possible time. This must be a priority.

### **3. Capital Spending**

The following proposals were discussed:

- (a) Tables and Chairs for the Foyer. These are urgently required, existing chairs are in poor repair and most uncomfortable. Sample chairs will be obtained to ensure that the correct item is eventually purchased and would eventually be a model for future purchases. MS agreed to undertake.
- (b) Making improvements to the acoustics in the main hall. Problems with the nature of the main hall and its 'live' sound surfaces were creating problems with many users, particularly when functions were being held; difficulties happened with sound travelling inconsistently, speeches were not audible at the far ends of the hall. Various proposals for sound deadening have been considered and remain as potential solutions. Alison Jones undertook to seek assistance from her contacts with 'Adlib' a specialist company in Speke, who would advise the best solutions.
- (c) A quotation for the updating and improving the alarm system was reviewed, it was considered inappropriate and we would evaluate again a more suitable alternative. PD agreed to look into the changing/updating the VH entrance door codes, which is now overdue.
- (d) The sound system proposed for the main hall is still an on-going requirement, but will await the Adlib findings as outlined in (b) above.

### **4. Damage to W. Stevens fence**

User/s of the rear entrance had damaged a fence.

PD undertook to talk to Will Stevens and reach an amicable solution.

## **5. Employing a Cleaner**

It was agreed that we need to develop appropriate cleaning schedules. PD will investigate; we need also to employ a cleaner on a self-employed basis ASAP. The position and hours undertaken by the caretaker in conjunction with the current cleaning activities will be reviewed by PS when he has gained an understanding of the necessary overall requirements to ensure that the hall is maintained to a good overall standard in all areas.

## **6. Storage Container Update**

It was agreed that a storage container would be of great assistance to the current and future storage problems. PP undertook in conjunction with PD to progress ASAP. There is a container available in Garston; the only problem was transferring the unit to be located at the rear of the Hall. This was considered not to be insurmountable. Preparations to the site would be required. Alison Jones informed us that a full sized container was previously in place when the hall was being built and it should not be inconceivable to replicate.

## **7. Finance Update**

GW provided a list of the income and expenditure in 2018-19 year. Unfortunately, after considerable attempts by GW to obtain costs for Electricity and Gas, these outstanding balances are still not available. A better accounting system will be introduced immediately to ensure that our records are maintained in a business-like manner in future. PD will maintain the revised system once it has been agreed by the committee in the next few weeks.

## **8. Village Hall Charitable Status.**

It was agreed that there were advantages and disadvantages becoming a Charity. PD with his experience will review the benefits and shortcomings ready for the next VH committee meeting to be held on 13 June 2019.

## **Next Village Hall Committee Meeting**

This will be held in the Village Hall on Thursday 13 June at 3.00pm

The meeting closed at 5.45pm.

MJS

05-04-19