

COGENHOE & WHISTON PARISH COUNCIL

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In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020, this meeting will be held by video conference call.

Minutes of the Meeting of Cogenhoe & Whiston Parish Council- Village Hall Committee held on **Wednesday 21st October 2020, 7.30pm by video conference call.**

1.	Open forum No members of the press or public attended the meeting.	
2.	To receive and accept apologies for absence. Apologies for absence were received and accepted from Joshua Wynne (Football Club representative). Present; Cllr J Bailey (Chairman), Tessa Bailey, TB (Women's Institute), Cllr Jean Grubb, John Grubb, JG (Heritage Society), Maurice Jaynoy, MJ (Cogenhoe Football Club), Elizabeth Packer, EP (Ladies fellowship) & Cllr Malcolm Scott. Cllr T Darby & Matthew King (Pre-School) did not attend.	
3.	To receive any declarations of disclosable pecuniary or non-statutory disclosable interests for items on the agenda. None	
4.	To sign the minutes of the meeting held on 23rd September 2020. The minutes of the meeting held on 23rd September 2020 were signed.	
5.	Matters arising from previous minutes (for information only) None	

6.	<p>Matters arising from transfer of day to day management to PC</p> <p>6.1 Bank account</p> <p>Forms obtained and submitted for new account, letter will be circulated to users with new details for payments as soon as account number confirmed. (EP to distribute).</p> <p>The Clerk confirmed that the new account is now open.</p> <p>Existing account will be kept open with small balance until all regular payments can be transferred - NOTED</p> <p>Clerk contacting electricity company, water & telephone to amend details- NOTED</p> <p>EP providing list of regular users for invoicing (up to date contact details, risk assessments & copies of public liability insurance will be requested from all users). EP to invoice to end of October.</p> <p>The Clerk confirmed that these letters have been given to EP to distribute with October invoices.</p> <p>6.2 Future bookings</p> <p>EP providing diary to Clerk of current bookings</p> <p>Clerk to set-up Microsoft booking system (including online booking form) – NOTED, see minute 11 below.</p> <p>6.3 VH signage</p> <p>Updated signage needed for contacts – telephone & email</p> <p>It was agreed that the Clerk would obtain a quote for this.</p> <p>6.4 Manager</p> <p>To agree job description & person specification for new Manager. (Appendix 2)</p> <p>To authorise advertising of this role.</p> <p>Following some discussion, it was agreed that due to the pandemic & the outstanding redevelopment project to allow more usage of the hall, the manger’s role could not be fully utilised at the present time.</p> <p>This motion was therefore withdrawn.</p> <p>Following further discussion an amendment was proposed that a caretaker be employed for 2 hours each week to perform a set list of duties on a six-month contract.</p>	<p>Action EP</p> <p>Action Clerk</p>
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	<p>It was resolved that this substantive motion be approved.</p> <p>In short term Clerk to be paid 3 hours per week x £12.89 to carry out bookings & financial management role and to get all risk assessments / policies & procedures etc in place for new Manager.</p> <p>It was proposed and resolved that this be approved.</p> <p>EP will continue with caretaker duties in short term.</p> <p>6.5 Insurance</p> <p>Clerk to check if existing policy can stay in place until renewal in Feb 2021.</p> <p>The Clerk advised that the policy cannot continue with the existing insurer as that is for a registered charity, the Clerk is obtaining a quote via the Parish Council's broker.</p> <p>6.6 Policies & procedures</p> <p>Clerk to review all policies, procedures, asset register, safety inspection requirements etc.</p> <p>The Clerk advised that she has been given several documents to review and asked that if anyone holds any others they be forwarded to her.</p>	<p>Action Cllr Bailey & Clerk</p> <p>Action All</p>
7.	<p>Cricket Club use of playing fields</p> <p>-To agree to apply for planning permission for the new cricket wicket at cost of £115.50</p> <p>It was proposed and resolved that this be approved.</p> <p>-To agree to sign (in the short term) a head of terms (not legally binding) for use of field.</p> <p>It was proposed and resolved that Cllr Bailey act on behalf of the committee and would sign this as appropriate. All binding documents would be brought to the committee pre-signature.</p> <p>-To agree suggested rent per season of £2000 (full amount payable whether matches take place or not to ensure remains supply exempt for VAT purposes).</p> <p>It was agreed that this figure would cover the use of the pitch on a Saturday, 2 hours of use of the York Room for the teas & use of the showers. Practice sessions & storage would be charged in addition. It was noted that some cost savings would be made if the cricket club cut the grass (need to ensure it is whole field not just pitch area).</p>	<p>Cllr Bailey to advise cricket club</p>

10.	<p>Hedge cutting -To approve expenditure of approx. £200 (maintenance budget) to cut hedge (York Avenue). Work already completed before authorisation. - NOTED</p>																									
11.	<p>Interim budget & Expenditure -To receive interim budget until 31.3.21 approved by Parish Council (appendix 2) It was proposed and resolved that this be approved. Following the approval of the interim budget regular payments were approved as follows;</p> <table border="1" data-bbox="347 667 1171 987"> <tr> <td>EON</td> <td>£151.00</td> <td>monthly</td> </tr> <tr> <td>BT</td> <td>£15.00</td> <td>monthly</td> </tr> <tr> <td>Water</td> <td>£48.00</td> <td>bi-monthly (approx)</td> </tr> <tr> <td>Cleaning</td> <td>£600.00</td> <td>monthly (approx)</td> </tr> <tr> <td>Clerk</td> <td>£167.57</td> <td>monthly</td> </tr> <tr> <td>Park Landscapes</td> <td>£190.00</td> <td>monthly during mowing season</td> </tr> <tr> <td>S Purkiss mowing</td> <td>£60.00</td> <td>monthly during mowing season</td> </tr> <tr> <td>Caretaker</td> <td>£91</td> <td>monthly</td> </tr> </table> <p>-To approve monthly cost of £3.80 + VAT for Microsoft bookings program. This was C/F as the Clerk is still investigating packages for bookings & invoicing. -EP advised that the current contract for the electricity may not be the best deal available, it was agreed that once some usage figures could be provided the Clerk would obtain some quotes</p>	EON	£151.00	monthly	BT	£15.00	monthly	Water	£48.00	bi-monthly (approx)	Cleaning	£600.00	monthly (approx)	Clerk	£167.57	monthly	Park Landscapes	£190.00	monthly during mowing season	S Purkiss mowing	£60.00	monthly during mowing season	Caretaker	£91	monthly	<p>C/F</p> <p>Action Clerk</p>
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12.	<p>Correspondence received Letter from Cogenhoe Sports & Social Club re football pitches Acknowledged</p>	<p>C/F for discussion at next meeting</p>																								
13.	<p>Correspondence issued Letters to all regular users</p>																									
14.	<p>Information for the Chairman (no legal decision can be made on this information) -EP questioned the recycling of paper towels, as previously advised these cannot be recycled. -EP expressed her disappointment that a recent enquiry for a Xmas social gathering for the Ladies Fellowship had been declined, this decision was based on the Government advice for the use of community buildings. -Cllr Grubb advised that a collection box for the Hope Centre had been placed in the VH foyer.</p>																									

	<p>-TB asked if consideration could be given to putting a recycling bin in the play area. It was agreed the Clerk would investigate options for this.</p> <p>-Mention was made of the cars parking on the playing field for the dog clubs & the damage this causes when the field is wet. It was agreed usage by all the outdoor dog clubs would be reviewed before they restart next year.</p> <p>Cllr Bailey most sincerely thanked Cllr Grubb, Elizabeth Packer, Maurice Jaynoy & John Grubb for their hard work & dedication in helping to run the hall over the past years.</p>	<p>Action Clerk</p> <p>Action Clerk</p>
<p>15.</p>	<p>Meeting Closed & Date of next meeting</p> <p>Some discussion took place about timing of meetings, Cllr Bailey to check with Cllr Darby about possibility of afternoon meetings (since confirmed Cllr Darby prefers evenings).</p> <p>There being no further business the meeting closed at 9.05pm</p> <p>Date of next meeting Wednesday 18th November 2020, 7.30pm</p>	

Deborah Rush

Deborah Rush
Parish Clerk 22.10.20

Appendix 1

Play area renovation project income & expenditure

Playground Project			
Income			
Biffa payment 1	£19,585.57		
Biffa Payment 2	£21,218.43		
PC VAT	£4,243.68		
	£45,047.68		
Expenditure			
CWPC 1	£19,585.57		
CWPC 2	£25,462.11		
Inspection	£360.00		
Bin	£231.29		
Signage 2	£180.00	O/S	
Hand sanitiser unit	£39.95		
Clerk	£515.60		
	£46,374.52		
Net cost to VH	-£1,326.84		
Signage	£60.00	Paid by PC	

Appendix 2

Village Hall & Community Wellbeing Manager (employed by Cogenhoe & Whiston Parish Council)

Summary of role

To oversee the day to day running of the hall, in particular hall bookings & all aspects of health & safety/maintenance.

To ensure the cleanliness (cleaning company), security and maintenance of the hall.

To provide a positive experience for all hall users.

To develop ideas for community wellbeing involvement / events in liaison with Parish Clerk & Village Hall Committee to improve village life.

To run community events as they develop.

To carry out some council admin tasks such as banking.

To be available to residents at set times to act as information point / wellbeing point of contact (to include prescription collection / delivery, possible good neighbours scheme etc.)

To act as deputy to Parish Clerk when on holiday (including minute taking, answering phone etc).

Key Responsibilities (regular)

Bookings:

To manage the bookings process for the hall, responding to enquiries by phone or email; (including booking & invoicing, banking etc.)

To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience

Hall Maintenance:

To report issues to Village Hall Committee as soon as possible.

To ensure supplies for users are maintained.

To ensure all policies are implemented including all required inspections etc.

General:

To work with the Village Hall Committee to provide a positive experience for all users of the hall.

To provide hirers with clear and timely information with regards to the hire of the hall.

To complete other general duties as requested by the Parish Clerk / Village Hall Committee.

Reporting Arrangements:

Bookings report & general update to committee meeting on regular basis, attending committee meetings as required.

Key responsibilities (project based)

To present ideas for new uses of the facilities to increase the hall's value to the community and to make it a central part of village life.

What would success look like in this role?

Happy regular users, reduced operating cost, increased use of the hall, increased rental income and greater community outreach.

Key Relationships:

The Parish Clerk (line manager)

Village Hall Committee Members

Regular hirers

Cleaning Company

Hours of work

Minimum x per week initially with set hours for community events, other hours flexible to suit. To be agreed

Rate of pay £10.50 per hour.

Person Specification

Education, qualifications and achievements;

Good general standard of education

Personal qualities and attributes;

Excellent organisational skills

Ability to prioritise work load & maintain varying deadlines

Assertive, tactful & diplomatic

Ability to work calmly to deadlines under pressure

Ability to project positive image of the Parish Council & local community

Ability to work professionally & on own initiative to provide information & advice to Village Hall Committee

Commitment to & understanding of equal opportunities issues
 Full Driving Licence and own transport
 Willing to work evenings to cover Parish Council Meetings in Clerk's absence (occasional).
 Knowledge & understanding of living in a rural community (preferred but not essential).

Skills and abilities;

Excellent communication skills (written & spoken)
 Good IT skills
 Ability to implement / review policies especially Health & Safety

An enhanced DBS clearance will be required for this role.

Appendix 3

Expenditure up to £250 from within this budget can be approved by committee, all other expenditure requires Full Council approval

Interim budget to 31.3.21 (approved by full council)

Village Hall interim budget 1st November 2020 - 31st March 2021			
Income			
Regular Users	£	1,000.00	
Pre-school & Tumble Tots	£	4,000.00	
Dogs	£	2,000.00	
Other regular users	£	750.00	
Field use	£	150.00	
	£	7,900.00	
Expenditure			
Electricity	£	2,050.00	
Cleaning	£	1,500.00	
Telephone & Water	£	150.00	
Grass	£	600.00	
Hall general maintenance	£	250.00	
Insurance	£	710.00	
Manager (6 hours per week)			
x £10.50 x 22 weeks	£	1,386.00	
pension pymts & NI etc	£	500.00	
	£	7,146.00	