

# **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.**

## **To members of the Village Hall Committee**

You are hereby summoned to attend the **Meeting** of Cogenhoe & Whiston Parish Council-**Village Hall Committee** to be held on **Wednesday 21<sup>st</sup> October 2020, 7.30pm by video conference call** for the purpose of transacting the following business;

**Members of the public and press are invited to address the Council at its Open Forum from 7.30 - 7.45pm.**

Attendees are reminded that in accordance with the Openness of Local Government Bodies Regulations 2014, this meeting may be recorded.

**Topic: Cogenhoe & Whiston Parish Council - Village hall Committee meeting**

**Time: Oct 21, 2020 07:30 PM London**

Join Zoom Meeting

<https://us02web.zoom.us/j/81044994662>

Meeting ID: 810 4499 4662

One tap mobile

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+442039017895,,81044994662# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

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Meeting ID: 810 4499 4662

# **A G E N D A**

## **1. Open forum**

**2. To receive and accept apologies for absence.**

**3. To receive any declarations of disclosable pecuniary or non-statutory disclosable interests** for items on the agenda.

**4. To sign the minutes** of the meeting held on **23<sup>rd</sup> September 2020**.

**5. Matters arising from previous minutes** (for information only)

None

## **6. Matters arising from transfer of day to day management to PC**

### **6.1 Bank account**

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).

Existing account will be kept open with small balance until all regular payments can be transferred.

Clerk contacting electricity company, water & telephone to amend details.

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.

### **6.2 Future bookings**

EP providing diary to Clerk of current bookings

Clerk to set-up Microsoft booking system (including online booking form)

### **6.3 VH signage**

Updated signage needed for contacts – telephone & email

### **6.4 Manager**

To **agree** job description & person specification for new Manager. (Appendix 2)

To **authorise** advertising of this role.

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.

EP will continue with caretaker duties in short term.

#### 6.5 Insurance

Clerk to check if existing policy can stay in place until renewal in Feb 2021.

#### 6.6 Policies & procedures

Clerk to review all policies, procedures, asset register, safety inspection requirements etc.

### 7. **Cricket Club use of playing fields**

-To **agree** to apply for planning permission for the new cricket wicket at cost of £115.50

-To **agree** to sign (in the short term) a head of terms (not legally binding) for use of field.

-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).

-To **consider** working party to work with Cricket Club to facilitate the move (including relocation of football pitch).

### 8. **Village Hall Re-Development**

-To agree a working party to formulate plans for the changes to building to make Pre-School self-contained.

### 9. **Play Area**

-To discuss feedback / comments on project including dogs & use of equipment in gated area by older children

-To **receive** financial account of income & expenditure relating to the project (appendix 1).

-To **approve** payment to Clerk of 40 hours overtime for management of project (£515.60)

-To consider repainting benches & backboard of basket ball hoop

-End of project reports submitted to Entrust & Biffa, project now closed with BIFFA Award.

-Annual return will need to be completed with Entrust once end of project form accepted.

### 10. **Hedge cutting**

-To **approve** expenditure of approx. £200 (maintenance budget) to cut hedge (York Avenue). Work already completed before authorisation.

11. **Interim budget & Expenditure**

-To **receive** interim budget until 31.3.21 approved by Parish Council (appendix 2)

-To **approve** monthly cost of £3.80 + VAT for Microsoft bookings program.

12. **Correspondence received**

13. **Correspondence issued**

14. **Information for the Chairman** (no legal decision can be made on this information)

15. **Date of next meeting**

-To agree pattern & timing of meetings going forward



Deborah Rush  
Parish Clerk 12.10.20

## Appendix 1

### Play area renovation project income & expenditure

<b>Playground Project</b>			
<b>Income</b>			
Biffa payment 1	£19,585.57		
Biffa Payment 2	£21,218.43		
PC VAT	£4,243.68		
	<b>£45,047.68</b>		
<b>Expenditure</b>			
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		
	<b>£46,374.52</b>		
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			
<b>Income</b>			
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	
<b>Expenditure</b>			
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	