

CLERK'S REPORT TO: STAPELEY & DISTRICT PARISH COUNCIL
DATE OF MEETING: 8 NOVEMBER 2012
**TITLE: COMMUNITY HALL MANAGEMENT COMMITTEE –
 REPORT AND DRAFT TERMS OF REFERENCE**

1 PURPOSE OF THE REPORT

The Parish Council is invited to consider establishing the Community Hall Management Committee as a Committee of the Parish Council.

2 LIST OF APPENDICES

Appendix 1	Minutes of Management Committee meeting held on 8 October 2012 (prepared by the Clerk)
Appendix 2	Clerk's report submitted to Management Committee meeting held on 15 October 2012
Appendix 3	Copy of Minutes of Management Committee meeting held on 15 October 2012 (prepared by Lee Carter who was elected Secretary of the Committee). These have been annotated by the Clerk.
Appendix 4	Draft Hiring Terms and Conditions

3 MANAGEMENT COMMITTEE

Following an open-day event on 22 September 2012, nine volunteers agreed to form the Management Committee for the community hall. The Committee held its first meeting on 8 October 2012 at which time a number of issues were raised including the legal status of the Committee and the division of responsibility between the Parish Council and the Management Committee. The Clerk was asked to provide information for its next meeting in respect of the key elements of the lease and to clarify the roles of the Management Committee and the Parish Council.

The report explained the legal position, namely that the Parish Council is only able to delegate any of its functions to an individual (ie an employee of the Council) or a Committee, or a Sub-Committee or another local authority (S.101 of the LGA 1972) and also stated that as the lease forms a contractual arrangement between the Parish Council and the Borough Council, responsibility (and liability) rests solely with the Parish Council.

The Committee was informed that, having regard to legal constraints, it would seem that the best way of ensuring that the Committee can operate effectively is for the Parish Council to establish the Management Committee as a Committee of the Parish Council (under S.101 of the LGA 1972).

4 MANAGEMENT COMMITTEE'S RECOMMENDATIONS

The Management Committee's recommendations are contained in the Minutes of its meeting held on 15 October 2012. These have already been sent to Members in their original form; the Appendix is a re-typed version to enable annotation by the Clerk with the aim of making observations and clarifying certain points, some of which are addressed in the draft Terms of Reference at paragraphs 6 and 7 below.

5 ESTABLISHMENT OF A COMMITTEE OF THE PARISH COUNCIL

As noted above, the best way of ensuring that the Committee can operate effectively is for the Parish Council to establish the Management Committee as a Committee of the Parish Council (under S.101 of the LGA 1972).

There are two types of committee:

- (1) Executive: there is a requirement for at least two parish councillors to sit on this type of Committee; three is a preferred minimum number. As it is only parish councillors who would have a vote, then, if each of those two members held a different view on a

matter, there would be no method of making a decision/recommendation. A third member would ensure that a decision could always be taken. The Committee could be given delegated power to make decisions. Non-councillors would have no voting rights as this, potentially, could have the effect of members of the public (who are not elected) making decisions about matters which are the responsibility of the Parish Council;

or

- (2) Advisory: there is no requirement for any parish councillors to be appointed to this type of committee. Terms of reference would be set by the Parish Council. The Committee would make recommendations to the Parish Council on most matters but could be given responsibility to make decisions on non-policy matters and the day-to-day operation of the hall.

DECISION REQUIRED: To decide which type of committee should be established.

6 TERMS OF REFERENCE (for an executive committee)

- (a) Committee Name: Community Hall Management Committee
- (b) Membership: To comprise up to (to be decided at the meeting) parish councillors and no fewer than three; and up to (to be decided at the meeting) members of the public who are resident in the parish.
- (c) Purpose: To deal with all matters in relation to the management of the community hall, including the preparation of policies and procedures.
- (d) Quorum: The quorum shall be three parish councillors.
- (e) Finance: The Committee shall make recommendations to the Parish Council in respect of any spending required for the purchase of items in excess of £1,000.

For items costing less than £1,000, the Committee shall have delegated authority to approve expenditure, subject to the Clerk's submission of three quotations for the work/goods/services, in accordance with Financial Regulations 10.3 and 11 (g).

Where it is necessary to make a payment before it has been approved by the Committee, such payment shall be certified as to its correctness and urgency by the Clerk/RFO and shall be authorised by the Clerk (as Proper Officer) with the approval of the Chairman or Vice-Chairman of the Committee. In accordance with Financial Regulation 6.5, the payment must be under a head of expenditure as identified in the Council's budget for the appropriate year. The Clerk shall report such expenditure to the next Committee meeting.

Such expenditure shall be reported to the next Parish Council meeting.

- (f) Fees and charges: To set the fees and charges for hiring of the hall together with additional requirements to supplement the hiring terms and conditions (*currently awaiting approval by Cheshire East Council*).
- (g) Payment for bookings shall be in accordance with the hiring terms and conditions.
- (h) Employment of staff: To employ such staff as are necessary to enable the hall to be operated, and to ensure that PAYE and NI contributions are met. (*Note: The Parish Council shall set up an Appointments Committee which will be responsible for the recruitment and appointment of staff.*)
- (i) Number of Meetings: As and when required.

- (j) Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
- (k) The Clerk to the Parish Council shall convene meetings, in consultation with the Chairman of the Committee, and shall attend meetings, taking notes and preparing minutes which shall be submitted to the next available meeting of the Parish Council.
- (l) Where the Parish Clerk is not available to service the Committee, a member present shall be elected to take the minutes of the meeting.
- (m) The Committee shall elect its own Chairman at its first meeting. There is no requirement for the Chairman to be a parish councillor. The Chairman shall be re-elected at the first annual meeting of the Committee. *(It should be noted that as non-councillors have no voting rights on executive committees, if the Chairman is not a councillor, he/she does not have a casting vote.)*
- (n) Voting shall be in accordance with the Parish Council's Standing Orders.
- (o) Records: The Committee shall keep up-to-date records of actions and decisions (minutes of meetings) and these shall be reported to the next available Parish Council meeting.
- (i) To deal with any other matters associated with the operation of the hall, not specifically mentioned in these terms of reference, having regard to the Parish Council's Standing Orders and Financial Regulations.
- (m) The Committee shall, at all times, be subject to the Parish Council's Standing Orders and Financial Regulations. Parish Councillors shall be subject to the Code of Conduct; all members of the Committee shall comply with the health and safety policies for the community hall; and, if appropriate, members of the Committee shall be subject to Criminal Records Bureau checks.
- (n) The Parish Council reserves the right to amend these Terms of Reference at any time.

7 TERMS OF REFERENCE (for an advisory committee)

- (a) Committee Name: Community Hall Management Committee
- (b) Membership: To comprise up to (number to be decided at the meeting) members of the public who are resident in the parish and X parish councillors (number to be decided at the meeting). *(Note: For an advisory committee there is no requirement to appoint any parish councillors.)*
- (c) Delegation: Subject to that set out in paragraph (d) below, the Committee shall make recommendations to the Parish Council.
- (d) Purpose:
 - (i) To deal with all matters in relation to the day-to-day management of the community hall, (other than those which the Parish Council has reserved to itself) including the following:
 - Developing a marketing/communications strategy to optimise use of the hall;
 - Taking bookings for the hall, in accordance with the hiring terms and conditions and approved fees and charges;
 - Collection of monies from bookings for the hall;
 - Cash/cheques to be given to the Parish Clerk in a timely manner; the Clerk shall bank same in accordance with the Parish Council's Financial Regulations;
 - Receipts shall be provided by the Clerk to the person transferring such funds;
 - Undertaking such duties as are required by the health and safety policy and any other policies in place;
 - Ensuring that the hall is kept clean, tidy and free from debris;
 - Ensuring that the premises are closed and locked at the end of events;

- Preparation of a security procedure for recommendation to the Parish Council.
- Make recommendations in respect of a procedure for cash security (for recommendation to the Parish Council).
- Preparation of a rota for key-holders and duty managers for events, if appropriate;
- Submitting requests for funding to the Parish Council;
- Making recommendations to the Parish Council in respect of any matters which the Committee considers appropriate.
- Submit minutes of meetings to the Parish Council, at the first available meeting.
- Development of a bookings system, including a suggested on-line system (for recommendation to the Parish Council).
- Furniture provision: making recommendations for purchases, including submission of quotations if appropriate (for recommendation to the Parish Council).

(Note: This list is not intended to be exhaustive and may be amended.)

- (ii) To be responsible for any other matters which the Parish Council may, from time-to-time, consider appropriate for delegation to the Committee.
- (d) Quorum: The quorum shall be three members one of whom must be a parish councillor, if parish councillors have been appointed. If a quorum is not present, no business can be conducted or recommendations made.
- (e) Finance: The Committee shall make recommendations to the Parish Council in respect of any spending required for the purchase of all items. Notwithstanding this, where expenditure is required which is less than £250, and there is a degree of urgency, the Clerk/Responsible Financial Officer shall have authority, in consultation with the Chairman or Vice-Chairman of the Parish Council, to authorise such expenditure to avoid unnecessary delays (in accordance with Financial Regulation 6.5). In these circumstances, payment shall be effected by a Parish Council cheque. If a payment is made by a committee member (or the Parish Clerk), reimbursement shall be authorised at the next Parish Council meeting upon submission of receipts which have been certified as to their correctness by the Clerk/Responsible Financial Officer.
- (f) Number of meetings in an ordinary year: as and when required.
- (g) Meetings shall not be subject to the notice requirements of The Public Bodies (Admission to Meetings) Act 1960.
- (h) The Committee shall elect a Chairman at its first meeting.
- (i) The Clerk to the Parish Council shall convene meetings, in consultation with the Chairman of the Committee, and shall attend meetings, taking notes and preparing minutes which shall be submitted to the next available meeting of the Parish Council.
- (j) Where the Parish Clerk is not available to service the Committee, a member present shall be elected to take the minutes of the meeting and shall provide them to the Clerk.
- (k) Voting shall be in accordance with the Parish Council Standing Orders (where there are parish councillors who are members of the Committee).
- (l) The Parish Council reserves the right to amend these Terms of Reference as and when appropriate.
- (m) The Committee shall, at all times, be subject to the Parish Council's Standing Orders and Financial Regulations. Parish Councillors shall be subject to the Code of Conduct; all members of the Committee shall comply with the health and safety policies for the community hall; and, if appropriate, members of the Committee shall be subject to Criminal Records Bureau checks.

In circumstances where there are no parish councillors on the Committee, the following shall apply:

- (n) Voting: Simple majority. The Chairman shall have a second or casting vote. (*Note: if the Chairman has not cast a first vote and there is an equal number of votes both for and against a motion, the Chairman may then vote (a casting vote) to decide the issue. If the Chairman has cast a first vote, and there is an equality of votes, then a second vote may be used to decide the issue.*)
- (o) The Committee shall appoint a Secretary from its membership. The Secretary shall be responsible for convening meetings, in consultation with the Chairman, taking notes, preparing minutes of meetings and be the first point of contact for the Committee.
- (p) The Committee shall appoint other officers from its membership as it considers appropriate.
- (q) Records (Minutes): The Committee shall keep up-to-date records of actions and decisions and these shall be reported to the next available Parish Council meeting. (*Note: as these are minutes of meetings which are held in private, they will be considered in Part 2 of the Parish Council meeting (ie with the press and public excluded) unless the Parish Council considers that the matters are of public interest and should be considered in Part 1 of the meeting.*)
- (r) The Committee shall make recommendations to the Parish Council with such frequency as is considered appropriate.

6 DECISION

The Parish Council is invited to consider which committee is the most appropriate for the management of the Community Hall, and to approve the terms of reference (subject to any amendments made at the meeting) for that Committee.

**MINUTES OF THE FIRST MEETING OF THE STAPELEY COMMUNITY HALL
MANAGEMENT COMMITTEE HELD ON 8 OCTOBER 2012 AT
BROAD LANE METHODIST CHAPEL, AUDLEM ROAD, NANTWICH**

PRESENT:

Sandy Gwinn-Freemantle	In the Chair
Chairman of the Parish Council	

Management Committee Members:

Lee Carter	Craig Cameron
Gary Colvin	Meghan Galt
Jenny Lonsdale	Deniece Onowighose
Sue Pritchard	Ann Robbins
Jane Thomasson	

Parish Councillors:

Mike Docker	Peter Groves
Raj Samra	

In attendance:

Carol Jones	Clerk to the Parish Council
John Densem	Chairman of Weston & Basford Parish Council
Carol Richards	Founder Chairman of Wychwood Village Hall

1 INTRODUCTIONS/WELCOME

Sandy Gwinn-Freemantle, Chairman of Stapeley & District Parish Council, welcomed all to the meeting and reminded members that the new Community Hall Management Committee had been formed from volunteers who had attended the "Parents and Children's Event" held at Pear Tree School on 22 September 2012.

2 THE "WYCHWOOD EXPERIENCE"

John Densem and Carol Richards had been invited to the meeting as they had been key to the opening of the village hall at Wychwood and were able to offer advice. They opened the discussion by explaining the background to the operation of the village hall at Wychwood.

The hall was owned by the Parish Council which had purchased it for £1. It had been operating now for 3 years and the Parish Council was due to register it with the Charity Commission as the level of turnover had exceeded £5,000 (where turnover exceeded £5,000 there was a requirement under charity law to register with the Charity Commission).

The hall had been successful from the first day of opening. Leaflets had been hand-delivered to each household in the village to inform residents of the availability of the hall.

A Chairman, Vice-Chairman, Treasurer and Secretary had been elected although there was an overlap of roles. Carol Richards, as Chairman, also became involved in bookings for the hall, communications, including the website, responses to e-mails and phone calls and providing access to the hall, 7 days a week. She recommended that the Committee consider how to divide up the work to ensure that it did not fall to one member only.

The following issues arose during discussion and members were able to ask questions and seek clarification on various matters.

- i. A voluntary Management Group comprising four members of the public and four parish councillors was formed.
- ii. Access in and out was by key, in the early stages and from a security perspective, there should be tight control of access to keys. At Wychwood there were many key-holders and this was a potential security risk and not recommended. However, once there was

a build-up of regular hall users, it would be reasonable to allow them a key. The possibility of other means of access was briefly discussed, including card access (similar to hotels). This would cost approximately £1,000.

- iii. Phone bookings: An inexpensive mobile phone was purchased which was used solely in connection with village hall matters. This phone was retained at Carol Richards' home and she was, therefore, the only person dealing with bookings.
- iv. Bookings General: Each member of the Wychwood Village Hall Management Committee had a separate Hotmail account which enabled access to the bookings system; this was colour-coded so that the status of a booking was clear. Unless a deposit had been paid, bookings were regarded as provisional.
- v. Payment for bookings: Payments were now made using BACS as a means of avoiding receiving cash.
- vi. Fees and charges: The group had undertaken research into fees and charges made by other village halls. Various hourly rates were charged, dependent on the nature of the activities and whether they were "one-offs" or regular users and charges were made for some activities where a fee was charged for the "whole day/event".
- vii. The website for the hall was now linked to the Parish Council website.
- viii. Teenage parties were avoided; they had not been refused, but the opening hours for the hall had proved to be a disincentive to those who wanted to book for, say, an 18th birthday party. The hall, which was located on a residential estate, was closed by 11.30 pm each evening. Any later closing could be a potential nuisance to residents.
- ix. As noted earlier, the turnover of the hall now exceeded £5,000 and would need to be registered as a charity. The turnover was £12,000 per annum with costs running at under £5,000 per annum but this excluded energy charges.
- x. The Parish Council was now the sole trustee of the hall. The day-to-day management of the hall was undertaken by four local volunteers (which included a Manager and a Treasurer) and four Parish Councillors.
- xi. Brief reference was made to the governance arrangements and the means by which funding was controlled.
- xii. Alcohol: Wychwood Village Hall did not have a liquor licence. Event-organisers could bring their own alcohol but were not permitted to sell it.
- xiii. Cleaning: Hirers were expected to clean-up their own debris, etc. after their own events.
- xiv. Staffing: There were no employed staff with the exception of a cleaner who was paid £8 an hour and cleaned the hall twice a week.
- xv. Entertainment: Various permissions were required, even for the playing of music at a Bingo Night. It was the responsibility of the event-organisers to ensure that they had the appropriate permissions, including those from the Performing Rights Society.
- xvi. PAT Testing of electrical equipment: This was a requirement but was not pursued vigorously by the Management Committee.
- xvii. Fire Safety and maximum number of persons: The Fire Service no longer inspected premises to advise on maximum numbers. The process was self-certification and it would be for the Management Committee (or the Parish Council) to make this decision.

In closing, Mr Densem reported that he had a table-tennis table in storage which he offered, free of charge, for use at Stapeley Community Hall. Mr Densem also issued an open invitation to committee members to visit the village hall at any time to view the premises and to see it in operation.

Mr Densem and Ms Richards were thanked for their contribution and withdrew from the meeting at this point in the proceedings.

3 STATUS OF THE MANAGEMENT COMMITTEE

The Committee considered whether the Management Committee could acquire legal status, possibly as a company limited by guarantee. As the lease was a contract between the Parish Council and the Borough Council, this might not be permitted.

AGREED: That the Clerk to the Parish Council make appropriate enquiries and provide a report for the next meeting of the Committee.

4 OFFICER APPOINTMENTS

The Committee was invited to elect a Chairman, Vice-Chairman, Treasurer and Secretary. It was agreed that the post of Vice-Chairman was unnecessary at present, but the other three posts were key to the effective running of the Committee.

AGREED: That the following appointments be made.

Chairman	Craig Cameron
Treasurer	Sue Pritchard
Secretary	Lee Carter

Note: At this point in the proceedings, Craig Cameron assumed the chair for the remainder of the meeting.

There was no view expressed on the appropriate number of parish councillors who should sit on the Committee. This would be considered at the next meeting.

5 AGENDA ITEMS FOR NEXT MEETING

Members were invited to consider a list of items which had been included on the agenda. It was suggested that they be prioritised and those of significant importance be considered at the next meeting. The following were **AGREED** for inclusion on the next agenda.

- (i) As noted in 3 above, the Clerk to submit a report to the Committee to include the key terms of the lease and the division of responsibilities between the Management Committee and the Parish Council.
- (ii) Bookings for the hall
- (iii) Key-holders
- (iv) Financing the activities/bank account arrangements
- (v) Acquisition of furniture; eg folding tables, chairs.
- (iii) Availability of keys or other means of access
- (iv) Fees and charges
- (v) Fund-raising (including leaflet-drop to households)
- (vi) Spending on sundry items such as toilet rolls, cleaning materials.

6 DATE OF NEXT MEETING

15 October 2012 – 7.30 pm – Broad Lane Methodist Chapel (subject to availability)

The Clerk to the Parish Council reported that the cost of meetings would be met by the Parish Council. The Secretary would need to make his own arrangements for bookings and collection and return of the key, direct with the District Office and the key-holder who lived on Batherton Lane. The Clerk would provide contact details.

**CLERK'S REPORT TO: COMMUNITY HALL MANAGEMENT COMMITTEE
MEETING: 15 OCTOBER 2012****1 INTRODUCTION**

At the Management Committee's first meeting on 8 October 2012, the Clerk to the Parish Council was asked to provide information in respect of the lease terms, funding and division of responsibilities between the Management Committee and the Parish Council.

This report is intended to be a partial response to those issues, some of which will require further guidance from Cheshire Community Action (Village Halls Adviser).

2 LEGAL POSITION

Members who might be unfamiliar with the working of local councils are likely to find the following restrictions frustrating, especially given that the Committee is a group of local people who are enthusiastic about operating the community hall as a parish asset.

The Parish Council is a creature of statute and is only allowed to do that which is permitted by law (its powers). If there is no identifiable power to act, the Parish Council has a fall-back position of using S.137 of the Local Government Act (LGA) 1972 which will allow it to make a contribution (index-linked) for the benefit of the community, but this has its restrictions. Contrast this with ordinary individuals who are able to do anything which is not prohibited by law.

The Parish Council is only able to delegate any of its functions to an individual (ie an employee of the Council) or a Committee, or a Sub-Committee or another local authority (S.101 of the LGA 1972).

3 ROLE OF THE PARISH COUNCIL

At the meeting on 8 October, specific issues were raised in respect of the lease, and the Management Committee requested an understanding of the division between the responsibilities and liabilities of the Management Committee and the Parish Council.

The key elements of the lease for which the Parish Council is responsible are as follows:

- Insurance
The landlord (Cheshire East Council [CEC]) arranges the insurance for other than plate glass or window glass and the Parish Council reimburses the Borough Council for that cost.

In addition, the Parish Council is required to enter into other insurance arrangements in respect of the Permitted Hiring Out terms and conditions. (Advice will be sought from Cheshire Community Action.)
- Rent
- VAT
The Parish Council is required to pay VAT on all taxable supplies made in connection with the lease. (The Parish Council can reclaim VAT.)
- Permitted Hiring Out
The terms and conditions are to be approved hiring out taking place. (These have been su
- Accounts
The Parish Council is required to keep full and accurate books of account recording all receipts and expenses in connection with the permitted use and allow the Landlord access to these, on request. (The recording of expenditure could be delegated to the Management Committee.)

- **Repairs**
The Parish Council is responsible for cleaning and effecting any repairs necessary and for keeping the area coloured yellow on the plan (attached) free from weeds.
- **Signage**
No signs (including fascia, placards, boards, posters and advertisements) to be attached to the exterior of the property or to be displayed on the inside if these would be visible from the outside.

4 **ROLE OF THE MANAGEMENT COMMITTEE**

Legal status of the Management Committee

At the previous meeting, the Chairman raised the possibility of legal status for the Committee. As the lease is between the Parish Council and the Borough Council, responsibility (and liability) rests solely with the Parish Council.

It would seem that the best way of ensuring that the Committee can operate effectively is for the Parish Council to establish the Management Committee as a Committee of the Parish Council (under S.101 of the LGA 1972). The Parish Council would agree the **Terms of Reference** to ensure that members of the Committee are clear about their remit. In these circumstances, the Parish Council would decide how many parish councillors should sit on the Committee. The status of the Committee will be considered by the Parish Council at its November meeting. There are two types; (1) advisory, in which case there is no requirement to have any parish councillors on the Committee; or (2) executive, in which case, there must be more than one parish councillor on the committee.

If the Management Committee wishes to consider this matter, any recommendations can be submitted to the Parish Council.

The **voting rights** of non-parish councillors will be set out in the Terms of Reference. Save in four specific circumstances, non-councillor members of committees and sub-committees do not have voting rights. The four circumstances are -

- The management of land owned or occupied by the council;
- The functions of the council as a harbour authority;
- Any function under s. 144 of the 1972 Act relating to the promotion of tourism;
- Any function under s. 145 of the 1972 Act relating to the management of a festival.

The Clerk is making enquiries to establish if “*the management of land owned or occupied by the council*” can be interpreted as the Parish Council’s occupation of the village hall.

Notwithstanding the above, if the Committee established is advisory only, members of the Management Committee will have voting rights as this arrangement will not bind the Parish Council.

Management of the Hall

Such matters as rota for cover, agreeing lettings, convening meetings of the committee etc. can be delegated to the Committee and will be part of the Terms of Reference.

Setting up of a Bank Account/Receipt of Monies

At the October meeting, a member mentioned that she would make enquiries about the setting up of a bank account. The Committee, as it currently stands, ie without a formal constitution, would not be able to set up a bank account. As the Parish Council has responsibility for income and expenditure, the **Terms of Reference will reflect the need for any money received for bookings to be passed to the Parish Council for banking.** The details of how, when and where will form part of the Terms of Reference.

Liability for the loss of any money, howsoever lost, eg stolen, falls to the Parish Council. Arrangements for security of cash will be included in the Terms of Reference.

Hire Terms and Conditions

As noted above, the Parish Council is responsible for the letting terms and conditions. A draft hiring terms and conditions has been approved by the Parish Council and sent to Cheshire East Council which has reserved to itself the approval of these terms and conditions.

Fees and Charges

The Parish Council will be asked to set the fees and charges for the hall and can take into account the recommendations of the Management Committee.

Purchase of Sundries

Members asked about the purchase of sundry items such as toilet rolls, cleaning products etc. As this is a one-year lease, the Parish Council can receive requests for such items, or, if they are purchased in advance by any individuals, then reimbursement of such expenditure will be made. At the conclusion of the lease, and dependent upon the decision made by the Borough Council at that time, more formal arrangements can be put in place to enable the Management Committee to make its own arrangements.

Purchase of Furniture

The Committee can make enquiries about appropriate sources of furniture but will need to provide quotations to the Parish Council for decision in accordance with its Financial Regulations. The Parish Council will be able to reclaim any VAT incurred.

Criminal Records Bureau (CRB) Checks

There will be a requirement for volunteers to be subject to CRB checks in some circumstances.

5 CONCLUSIONS

The Committee is invited to make recommendations to the Parish Council in respect of the following specific matters but may also wish to make other recommendations:

- (i) Appropriate level of fees and charges;
- (ii) Committee status – advisory or executive;
- (iii) Accounts record-keeping; and
- (iv) Matters for inclusion in the Terms of Reference.

Carol Jones
Clerk to the Parish Council
October 2012

Copy of Minutes Prepared by Lee Carter

The Minutes have been annotated by the Parish Clerk (red text) to draw attention to the Committee's recommendations and to make observations.

**MINUTES OF THE SECOND MEETING OF
STAPELEY COMMUNITY HALL MANAGEMENT COMMITTEE
HELD AT BROAD LANE METHODIST CHAPEL, AUDLEM ROAD, NANTWICH
ON 15 OCTOBER 2012**

Attendees: Craig Cameron (Chairman), Lee Carter (Secretary), Meghan Galt, Jenny Lonsdale
Deniece Onowighose, Sue Pritchard (Treasurer), Anne Robbins

Apologies: Gary Colvin, Jane Melrose

1 Minutes of the Meeting held on 8 October 2012

The Minutes were approved as a true and accurate reflection of the previous meeting.

2 Clerk's Report

The following comments were made regarding the Clerk's report:

- a. The monies can be earned but there is no remit to be able to spend the proceeds and the issue of a separate bank account was again raised.
- b. It was stated that although the report was detailed in a number of areas, it does [not?] specifically identify what the council want from the committee and the committee took this to infer will be its responsibility to define this more clearly.

3 Terms of Reference

- a. The committee wish to seek 'EXECUTIVE' status and thus will require two Parish Councillors to join the committee.
The draft Terms of Reference are included elsewhere on the agenda where there is a recommendation for three parish councillors as a minimum.
- b. The committee requests a bank account be set up with designated signatories for the purchase of sundry items required for the general running of the hall.
The Parish Council is to be asked to set up a separate bank account for the Community Hall with the Parish Council's bankers, Royal Bank of Scotland. The signatories to the account will be those parish councillors already authorised.
- c. The committee request that a sum of £5K is loaned for the purchase of capital items such as tables, chairs, equipment from the £20K reserve fund. It is anticipated that the monies will be repaid throughout the year from the profitable operation of the hall.
The £20,000 reserve was intended for use in the event of the hall failing to operate on a self-financing basis. However, this sum can be used by the Parish Council for the purchase of equipment; it is not legal for a loan to be made to the Management Committee. As noted in the Clerk's report submitted to the Committee (Appendix 2, page 11 above) the Parish Council can consider recommendations from the committee.
- d. The committee presume the Parish Council is not VAT-registered and seek confirmation of this.
The Parish Council will be registering for VAT in due course.

- e. The anticipated date of opening is still unclear and the committee has received requests already for bookings. The committee request a formal date to be communicated (if known).
The Parish Council has already resolved to sign the lease. Subsequent to that decision being conveyed to Cheshire East Council, it (Cheshire East Council) has requested the inclusion of two extra clauses in the lease. This matter is being considered as a matter of urgency at an extra-ordinary meeting of the Parish Council to be held 1 November 2012. The outcome will be reported to the 8 November meeting.
- f. The committee has sourced an electronic booking system which can be accessed via any web page or an e-mail link. It is proposed that this solution (at a cost of ca £12 per month) is used as the main booking system. It will be paperless.
The Parish Council will need to make a decision on this matter at some stage and possibly consider other providers.

4 Bookings, Keys and Publicity

The committee has had requests for viewings of the hall from prospective hirers.

- a. The bookings should be made via the on-line booking system as well as a facility for telephone bookings (pre-paid mobile phone).
- b. The booking form will be designed in a similar way to the Wychwood example.
A draft hiring agreement has already been approved by the Parish Council and issued to Cheshire East Council for approval. (Appendix 4 separately attached)
- c. The link and telephone number will be published on the Parish Council web page, Nantwich Link and the notice-board next to the Co-Operative Store. In addition, the committee will publish a one-off note in the Pear Tree 'Newtletter'.
- d. It is not envisaged at this stage to design a separate web page for the community hall, the preferred option to have a section on the Parish Council website.
- e. The booking slots will be 1 hour, 2 hour, half-day or full day in the week. At weekends, one booking per day for the whole day to allow set-up in a relaxed manner.
The Parish Council will wish to consider this recommendation.
- f. Keys will be signed for up collection from the designated key-holders (committee members in the first instance).
- g. The number of keys required is 10 and it is envisaged that this will need to increase as the trust of regular users is gained and keys can be issued to those people.
- h. A 'crib' sheet will be devised for bookings to ensure all the necessary information is gathered and provided to hirers. This will be available on-line and in hard copy.
- i. A rota will be designed whereby each evening the hall will be checked for security, opened each morning and who is responsible for the telephone bookings. This has not been agreed yet.

5 Hours of Opening

The committee proposes the following: **The Parish Council to consider.**

- a. Weekday opening 9 am to 10 pm
b. Weekend opening 9 am to 9 pm

6 Hall Rental Rates

The committee proposes the following:

Type of Activity	Examples	Hire Charges	
Children's and non-profit ventures	Beavers, children's activity clubs	£12 per hour	£50 all day
Adult classes and commercial activities	Martial arts, weight-watchers, children's day nursery	£18 per hour	£50 all day

7 Financing Activities/Bank Account Arrangements

- a. The committee proposes that a separate bank account is set up for the specific use by the hall committee in order for the hall to purchase sundry items directly and avoiding the need for committee members to buy and reclaim funds and to allow funds raised to be spent in a simple manner. As the committee seeks executive status there will be a parish council member to control and monitor any spending activity.
There is no legal provision for setting up a separate bank account for the Committee, but the Clerk is exploring practical ways of purchasing sundry items for the hall.
- b. The committee request Paypal is the preferred mechanism for payments, followed by cheques, thus avoiding the need for cash. If cash is collected it will be paid into the hall account.
Electronic banking is not available to town and parish councils and in this first year, it is the Parish Council which will be responsible for receipts and payments using its own bank account. All payments must, therefore, be by cheque or cash.
- c. A separate meeting has been agreed to discuss the budgetary requirements for the hall and further clarify the amounts required for capital and on-going operational expenditure. This is set for 25 October at Stapeley House; the attendees will be Chairman, Treasurer and Secretary.

8 Cleaning and Hall Maintenance

- a. The committee proposes that a local maintenance person is sourced for *ad hoc* repairs. **This will need to be in accordance with any specific requirements in the lease.**
- b. The committee has identified a cleaner (committee member's partner) who will carry out these duties for a rate of £8-10 for 4-5 hours per week. This will depend upon hall usage.
The Clerk is making enquiries to ensure that employment law is adhered to even though this post is for a few hours a week.

9 Storage

There is still a need for storage and the potential hirers who have contacted the committee so far have intimated this is necessary. The committee will discuss this again and agree a solution to be presented to the Parish Council.

10 Furniture

Furniture is needed and has to be adequate for the intended use of up to 60 people (adults or children). This needs to be purchased prior to the opening and the funding for the items is as per the request earlier, ie via a loan from the Council reserve fund. There are also options to obtain some furniture from other local church halls. Lee Carter will confirm if these are still available from Clive Taylor (██████████).

Recommendations can be made to the Parish Council for consideration.

11 Health and Safety and Security

- a. PAT testing (portable appliance testing) – it is anticipated that all equipment brought to the hall will have appropriate PAT certification and the responsibility should lie with the hirer. The committee seek clarification from the Parish Council on this matter.
The Clerk will check the lease and the health and safety requirements.
- b. The hall will require an H&S audit; the committee envisage this being carried out by an approved Parish Council person.
- c. Risk Assessments are not deemed necessary for each hall booking but the committee seek clarification or guidance from the Parish Council on this matter.
- d. The security is of paramount importance and the option of a gate should be pursued further to deter overnight parking and general occupation by teenagers in the evening.
There are retractable posts at the entrance to the car park and only a very small car would be able to gain access.