

## Rampton & Woodbeck Parish Council

Minutes of the **Rampton & Woodbeck Parish Council** held on the 27<sup>th</sup> Mar 2018 in the Village Hall, Manor Grounds, Rampton, Nottinghamshire, DN22 0JU. The meeting commenced at 6:00pm.

<b>Members Present</b>	Cllr Muriel Arden	Chairman
	Cllr Ivor Lewin	
	Cllr Peter Copeland	
	Cllr Sue Kyle	
<b>Also, Present</b>	Ed Knox Clerk/Responsible Financial Officer	
	Martin Cree Village Hall Warden (VHW)	
	1 Member of the Public	

166 To Advise Site Health & Safety

Cllr Arden advised the location of the fire exit assembly point, fire exits & toilet facilities.

167 To Approve Apologies for Absence

None.

168 To Record Declarations of Interest in any items to be discussed

None.

169 To Approve Minutes of the Previous Meeting

After discussion, the council **resolved** to accept the minutes. The chairman signed the minutes of the previous meeting as a true and accurate record.

170 To receive the Village Hall Warden's Report

The VHW provided an update on his activities so far, a summary of which includes:

**Village Hall:**

- Met with Clerk, Previous Secretary and Cllr Lewin for a handover of the village hall roles and collected the diary.
- Shadowed previous Caretaker to get an understanding on the cleaning and general requirements of the hall.
- Contacted other halls in the area to find out what they are charging to hire their halls.
- Hire Agreement Contract amended in line with other village halls.
- Health and Safety documents amended and replaced in folder.
- Putting aside time to clean and Hoover the hall every week.
- Met with C&T, Yoga, Evergreens, Indoor Roller Bowl and Whist groups.
- Put a book in the kitchen to note any issues within the hall.
- Met with Barrie Doyle, who has brought the pads and cleaning stuff for the floor polisher back and explained the security system for the oil tank.
- Met with contractors undertaking the final odd jobs that the former committee had pre-arranged.
- Arranged a quote for the replacement light switch and to change the lights to LED.
- Met GAP signs to discuss potential signage for the hall.
- Cleared out some rubbish from the store room.

**New Groups**

- Arranged for Hatha Yoga for a new Monday class between 4.00 and 5.00 pm
- Met with a local Pilates group leader who will start a class at the hall on 26th April for a trial of 4 weeks. The Class has a maximum of 12 and is already full!
- Contacted Jo Jingles regarding a children's group, starting a trial 1.30 to 2.30 on 8th May.
- Meeting arranged with Lynx Black Belt Leadership Academy on 9<sup>th</sup> April to ascertain if they can run a Self-defence, Tia Chi or Meditation regular group.
- Working with a member of the public to gauge interest in a Flower Arranging Club.
- Approached people for Line dancing, Zumba, farmers market, no response as yet.
- Enquired about starting an IT group, Internet access and a tutor would be required.

**Training**

- Training courses booked: Fire Safety Level 2, COSHH, Manual Handling and Emergency First aid at Work arranged for April and May. Working at Heights (Ladder Training) and Manual Handling training completed this week.

**Promotion**

- Proactive promotion via Facebook of both new and regular users of Rampton Village Hall to encourage continuation of the groups and bookings.
- Made contact with Bassetlaw Action Centre, they will update their records and also record the regular users listed for the hall. Asked them if they have anybody wanting to set up new groups.
- Contacted *Retford Now* and *Roundabout* magazines for regular promotion.
- Passed info to Cllr Lewin for regular advertising in the Community sections of *Retford Times* and *Retford Life*.
- Information on websites obtained with a view to setting up a Rampton Parish Council website. Working with the Clerk regards an initial training meeting with 2Commune website provider early April.
- Contacted Development and Delivery Manager for Supporting Communities at Rural Community Action Nottinghamshire (RCAN) she advised advertising and to contact Bassetlaw Community & Volunteer Service (BCVS), who should have a database of groups from across the district who might be interested in hiring your hall. Awaiting a reply from them.

The Chairman thanked the VHW for his first report and hard work, he has only been in post a few weeks and made significant progress.

#### 171 To Approve Village Hall Hire Rates for 2018/19

The VHW checked the hire rates of all halls within 6-mile radius of Rampton. The majority of halls charge 3 sets of rates:

1. **Regular User Groups/Charities** – Defined as anyone who has a regular booking who uses the hall at least once per month or more frequently and is either non-for profit, charity or a local group. At Rampton C&T, Indoor Roller Bowl, Evergreen Club, Whist Drive, Chair & Hatha Yoga, Table Tennis, Church Services fall into this category
2. **Non-Regular User Groups/One Off's** – Defined as anyone who booked the hall less frequently than once per month. At Rampton, Velo 99 Cycle Club, Lincoln Cycle Club, Carriage Club, Messy Church, Annual Children's Christmas Party, Annual Over 60's New Year Party, Diana Eyre's Educational Foundation Meetings, Church LEP AGM, Coles', Moorpool, Eyre St Thomas Day meetings, Christenings, Funerals and other one-off Parties fall into this category.
3. **Commercial Rate** – Defined as Polling Station Hire, Business Meeting's & Training Events, Bassetlaw Polling Days. At Rampton Uniper Gas Power Station Meetings/Training Days and Neighbourhood Plan meetings fall into this category.

Most halls charge around £10 to £12 for Regular, £12 to £15 for Non-Regular and £20 to £25 for Commercial. Rampton Village hall has not had any significant rise in its rates in over 20 years. The oldest surviving minutes from February 1998 state the hire rate was £5 per hour, the only rise since was 11 years ago in 2007 to £6 per hour for regular groups and £8 for non-regular. Obviously, we do not want to lose any existing business, but need to start to make the hall pay for itself. The Clerk recommended that the Council considers increasing the hire rates to:

- Regular User £8 per hour
- Non-Regular £12 per hour
- Commercial £20 per hour

This will make our rates more economically viable without being any more expensive than any other hall venue in the area. However, these rates are at the cheaper end of the comparable scale with other halls in the area.

Suggest that the hall rates are applied from 1<sup>st</sup> April each year with an annual review each March to take into account inflation, running costs and hire charges of other halls nearby.

Cllr Lewin clarified if the charges will apply to all user groups including the Church, the VHW explained he has contacted the Church Council (LEP) Secretary to explain and it will include the Church Bookings. The Clerk clarified that this will apply to Church Services, Church Council Meetings, Messy Church and Diana Eyre's Educational Foundation Meetings held at the hall. The Church Secretary had written to explain that the church would fund Services and Meetings and Diana Eyre's would fund its own Charity Meetings and Messy Church.

Cllr Kyle **Proposed**, Cllr Copeland **Seconded** and the Council **resolved** to accept these recommendations and implement them from the 1<sup>st</sup> April. **Action**, the Clerk to write to each of the user groups informing them.

#### 172 To decide 'Setting-Up' time formalities

Some user groups enter the hall several hours before a start of their hire to set up from time to time, whereas others enter between 15 and 45 minutes before their hire time commences. There is no official written agreement in writing regards any setting up formalities. The VHW has checked other halls in a 6-mile radius to see what they do, he has found that the majority provide regular users with a 15-minute free period of grace at the start and end of their hire period. Anything beyond 15 minutes is pre-agreed with the hall and charged as additional hire.

Cllr Copeland **Proposed**, Cllr Lewin **Seconded** and the Council **resolved** to 1) Provide our Regular User Groups 30 minutes free time at either end of their hire periods for setting up and tidying away. 2) Provide our Non-Regular & Commercial User Groups 15 minutes free time at either end of their hire periods for setting up and tidying away. Any additional setting up time shall be chargeable. **Action**, the Clerk to amend the Hire Agreement to include the formalities of setting up time and to write to all existing User Groups. The VHW shall ask all new bookings what time they will require to enter and leave the hall so that setting up time can be accurately calculated.

173 To Decide if Extra Preparation Services should continue to be provided for free

It was explained that historically a volunteer had kindly given their time for free to provide 'Extra Preparation' set up service to some of the regular user groups, which included getting out tables and chairs before the groups paid hire time starts. However, the VHW is a paid employee and the Council considered whether they wish to continue to provide the services for free via the Hall Warden?

The Council felt that it is important to still offer a setting up service to our dedicated regular user groups who currently receive this, we are grateful to several of our long standing regular user groups for their dedicated long-term hire of the hall (some have hired it 10 to 40+ years), additionally several regular groups have kindly provided assistance both financially and physically from time to time to the hall. However, the Council understands that there are time and financial constraints regarding the VHW's hours and therefore his time must be used wisely.

Cllr Copeland **Proposed**, Cllr Kyle **Seconded** and the Council **resolved** to 1) Continue to provide the existing free Extra Preparation Services to two of the regular local groups, to introduce with effect from 1<sup>st</sup> April a £2 per hour charge to be able to continue to assist one group which takes the longest time to set up for and not to offer Extra Preparation Services to any new bookings. **Action**, the Clerk to amend the Hire Agreement to include the formalities of Extra Preparation time.

174 To discuss Ideas for Additional Services and Maintenance of the Hall

The Chairman said that we want to take a sensible common-sense approach to spending for essential items at the Village Hall, we employ the Clerk as a dual role of Responsible Financial Officer and that together with the VHW, they should be able to make sensible decisions on spending for essential and/or Health and Safety related purchases up to £500, bearing in mind the Council's budget. The Clerk stated that he would notify the chairman of any larger items of spend and list all payments made on the minutes of the next meeting after the date of purchase. Cllr Lewin **Proposed**, Cllr Copeland **Seconded** and the Council **resolved** to allow the Clerk and VHW to make purchases as described in this minute reference.

The Clerk advised that approximately £7,500 balance of the Village Hall Bank account is to be transferred to the Parish Council in April. The Council agreed that it would be sensible to save some of the money in the Council's fund for any unexpected emergency expenditure on the hall, but also spend some of the money to improve the facilities and services of the hall; and to promote it further to increase hall usage and turnover.

The Council then debated a variety of potential items of expenditure for the hall:

- Repairs to the Main Hall Ceiling Lights which keep flashing on and off, an electrician has attended to them, if they start flashing again, the cost to replace the switches will be £40+VAT.
- Piano is badly out of tune, Cllr Lewin explained it was many years since the last tune. The cost to retune is £65.
- Cllr Copeland's request for a quote to exchange the Main Hall lights for LED versions, the first quote is for £2,188 + £150 labour, Total £2,338. The lights would use 36watts each instead of 100watts and be a two 3<sup>rd</sup>'s more efficient.
- A *Rampton Village Hall* sign for the outside of the hall, many people comment the hall looks like a bungalow and it is not obvious where is. Village Hall minutes from 1998 say the same. The cost for GAP Signs in Retford to design, manufacture and install a 1650mm x 800mm sign would be £235+VAT and £90 to design a specific Parish Council logo which could be used on the sign, website and other documents.
- WIFI, the cost to install a phone line, one off charge £125 plus £20.90 a month for BT Broadband.

Cllr Copeland **Proposed** and Cllr Kyle **Seconded** and the Council **resolved** that 1) The VHW is to obtain two further quotes for the Main Hall LED lighting and to work with the Clerk to ascertain whether there are any grants available to potentially pay for the lighting before a decision is made to purchase. 2) VHW is to arrange for the Piano retuning and ask the tuner how frequent this should be arranged going forward. 3) VHW to arrange for installation of BT landline, shop around for additional Broadband quotes. 4) VHW to obtain quotes to make alterations to the kitchen to allow for the installation of a dishwasher. 5) That once a logo has been designed the Council will proceed with the fitting of the village hall sign.

175 To Discuss Missing Table Tennis Equipment

The Table Tennis Club have raised a verbal complaint to the Parish Council at the last meeting's public forum session. The Chairman read a letter from the Table Tennis Club Chairman. The Club state their Robo Caddy worth £109.99 and 2 screens have gone missing. The VHW has checked all storage areas of the hall, together with the Village Warden and the Chairman of the Table Tennis Club and the missing items cannot be found.

Cllr Lewin gave an overview of the history from his point of view as an ex-member of the Village Hall Committee. Cllr Lewin clarified that he had last year, acting in the capacity of a Village Hall Committee member disposed of two very old, rusty, 1950's style hospital screens, the cloth on them was ripped, disintegrating and dirty. Cllr Lewin remembers seeing the Robo Caddy once by demonstrated at a public summer fete at East End Farm many years ago but has never seen the Robo Caddy at the hall. However, there are still table tennis tables and three screens at the hall. The Tennis Club have been unable to provide any receipts for the screens or caddy.

With hindsight, it would have been a good idea if an asset list of all items at the hall had been compiled by the previous committee. The previous hire agreement also made no mention of storage facilities or agreements. It is clear the Parish Council must now learn from the past and put measures in place.

Cllr Copeland **Proposed**, Cllr Kyle **Seconded** and the Council **resolved** 1) The Clerk is to write to the Tennis Club to say they are sorry to hear of their concerns but the Parish Council cannot be accountable for the actions of the former management committee members. Whilst it may have been prudent for Cllr Lewin to have checked with the Tennis Club before disposing of the 2 screens, it is believed they were in a worthless state of repair, we cannot replace the items for the club. 2) The Clerk is to amend the Hire Agreement to agree rules surrounding storage of equipment at the hall, permission must be obtained for storage beforehand via the VHW and groups need to be informed that they must have their own insurance cover for any equipment at the hall. 3) The VHW is to compile an asset register of all items stored at the hall to ascertain which items are Parish Council property and which are the property of user groups. The list is also required for Parish Council Insurance and Audit purposes.

➤ Adjournment – 15 Minute Public Forum

Cllr Arden adjourned the meeting to allow member of the public to speak. There were no questions from the member of the public. Cllr Arden reconvened the meeting.

176 Date/Time/Location of Next Parish Council Meeting

Monday 16<sup>th</sup> Apr 2017 – Woodbeck Community Centre 7:00pm

177 Closure of Meeting

There being no further business, the Chairman thanked everyone for their contributions and closed the meeting at 9:36 PM.

Signed \_\_\_\_\_

Date \_\_\_\_\_