

## **MINUTES OF THE ARSCOTT HALL COMMITTEE**

Held on Wednesday 1<sup>st</sup> September 2021

**Present** - Peter Watson (Chair)

Barry Stearman (Secretary)

**Also** - Heather Merritt, Julie Smith, Mike Greenaway, Nick Wonnacott, Colin Jones, Nickie Mitchell, Mike Dart, Kevin Headdon.

1) **Apologies** were received from Ashley Uglow, Mim Uglow, Kevin Mitchell and Steve Mitchell.

### **2) Approval of the last Minutes.**

Minutes of the last meeting held on the 26<sup>th</sup> of Feb 2020, as previously distributed, were offered to the meeting. Minutes were approved by members and were duly signed by the Chairman.

### **3) Play Equipment Proposals**

The Chairman asked the Committee for approval to bring forward the Proposed Play Equipment item in order that a presentation by the P.C. Steering Group could be made and this was agreed.

The presentation was led by Mike Greenaway with Terry Rooke and Tina Barriball, accompanied with a slide show.

The main points

The Hall was built for the residents of Tetcott and Luffincott

13no. children have been identified as in need of the play equipment

The P.C. has proposed that Lars U.K. would be the equipment provider

Two items of equipment were proposed, The Romping Cottage (a climbing and slide combination) and a Double Swing for Infant and older Children.

A grass mat safety surface will be installed beneath the equipment.

The whole play area will be fenced and gated and will be the sole responsibility of the Parish Council.

Both equipment and fencing will be timber construction which will be protected by plastic shrouding to prevent possible damage by strimming when maintaining the surrounding grounds.

The question of location was discussed, two options were put forward.

Option A; located adjacent to the Hall but also allowing the erection of a Marquee should Hirers require an additional facility for their function. There have been concerns raised that this would interfere with the view from the hall windows toward Bodmin Moor. A slide was shown showing the view would be uninterrupted.

Option B; located in the corner to the right when entering the car park. While the location was suitable, Tina expressed the concern that children returning to the Main Hall after using the equipment could be in conflict with vehicles using the entrance.

Insurance liabilities will be covered under the P.C. Public Liability Insurance Cover

Annual Safety Inspections will be carried out by a professional body, they have been costed at £120 + VAT

Monthly inspections, recorded and dated, will be undertaken by Mike G. or Terry R.

It was noted that if a Hirer required a larger marquee, then this could be located on the main grass area, subject to the temporary closure of the Helicopter Night Landing Site.

The current estimate in March of this year for the provision and installation of the Play equipment was £11,126, with an additional fencing cost of approximately £3,000

It was suggested by the Parish Council steering Group that the Play Area could be an asset to the Village Hall and a therefore a contribution towards the cost was requested. The Parish Council propose to set up a separate fund to carry out any repairs/maintenance and inspections.

William has agreed to the proposals and a Planning Application will be submitted by the Parish Council.

The Committee was asked to consider the provision of play equipment within the Village Hall grounds. Pete proposed the installation, seconded by Mike D. it was unanimously agreed by the Members.

The Committee was asked to consider the location of the play equipment. Tina added that when the Hall was hired for Children's parties, they usually hired a bouncy castle as an additional play facility and that should the play equipment be in area "A" this would provide the additional play facility.

Members were asked to vote; 6 votes were recorded for location "A" with 4 votes for location "B"  
Location A was approved.

#### **4) Treasurers Report**

The Treasurer's report was presented by the Chairman Pete Watson  
He stated that at the end of July 2021 the bank balance stood at £22,447.25 prior to lockdown the bank balance was £3,600. The remainder came from Central Government by way of Grants to be utilised for the upkeep and maintenance of the Village Hall as it has been prevented from generating income due to lockdown. The Chairman made it clear that the grants received from Central Government were not to be distributed to other bodies/groups, this was disputed by Mike G. The Chairman said he would obtain written clarification from Torridge District Council so there would be no further misunderstanding.  
Members were impressed with the amount of Grants obtained by the Chairman and offered their congratulations

Attached Appendix i)

#### **5) Chairman's Report**

I can confirm that the Village Hall dual authorisation bank account with Barclays is now open and operational allowing us to check our financial situation at any point and allow easy online transactions and payments to be made. I understand that HSBC are no longer operating their Community Accounts and have started charging for paying in cheques and cash.

#### **Work carried out just before and during the Lockdown of 2020**

Entrance – New concrete  
Committee Room roof repaired by Abel Roofing (Bude)  
Main Hall painted from top to bottom by Steve Carhart (Tetcott Painter) and volunteers  
8 no. new economical Infra-Red Heaters Installed  
New Curtains to match the Committee Room curtains  
3 no. Curtains tracks re corded  
New Smoke Alarms/ Heat detectors installed in Main Hall, Storeroom, Committee Room & Kitchen  
New Locks fitted to front doors

Lots of grass cutting by the Tetcott Village Hall Volunteer Ground Force Team (Thank You)  
Mike G. commented on what a great job everyone involved was doing!  
We are in the process of getting a new thirty-year Lease drawn up between Tetcott Estate and the Village Hall Committee

#### **6) Caretaker**

Members were asked to confirm that Colin's position as Caretaker, also included being member of the Committee. Members unanimously voted in acceptance.

## **7) Matters Arising :-**

- a) Repainting the Ladies and Gents Toilets - Volunteers were requested and Nic.W, Mike G, Kevin H. Colin and Barry came forward. Time scale to be agreed.
- b) Hedge Cutting Volunteers - Nic volunteered but Heather offered the possibility of machine cutting but that may not be for some time.
- c) Online Banking - The question was raised as to who was the current Treasurer as Steve Hart had resigned. However, Pete explained that Steve remained a Trustee and that he would hold the post until the proposed Feb 2022 AGM. Mike G stated that he thought the Treasurers post should be filled before that date.
- d) Blackboard Notice Board – No progress with this item.
- e) Fund Raising - Pete made a couple of suggestions to for fundraising events for the Village Hall

Burns Night in Jan '22

A big Breakfast morning Autumn 2021

The second Tetcott History Night

No further suggestions were put forward by members.

## **8) Any Other Business**

a) **Key Holders** - Mike G. questioned the availability of keys! since a recent inspection of the hall by Insurance Agent Ian Parker had resulted in two new locks being installed to the front doors. The existing locks did not meet a good enough standard. It was also suggested that a key log should be kept for security reasons. Colin holds the spare key that hirers would be issued with for events. Mike G. felt that could potentially be a problem if Colin was unavailable for any reason! Pete assured Mike G and other members of the committee that himself and Barry both had keys, and should Colin be unavailable they could be contacted for a key. Arrangements for keys/access is agreed with the Hirer prior to the commencement of the hire. Anyone requiring access to the Village Hall should as previously requested contact the Caretaker Colin Jones on 07539325841 If Colin is away or unavailable then Pete on 01409 271329 or Barry 01409 271507 can be contacted.

b) **Hirers Bond** - Mike G raised the question of the use of the Bond that would be charged to Hirers. This Bond would be used for the Hall being left unacceptably dirty, theft, damage to the hall, its contents and the disposal of black bag waste, should it be left on site by the Hirer. The question was at what point would a charge be levied and what would be considered wear and tear and what would be considered as damage! There was some discussion as to what would be reasonable, it was concluded that the Hirer had a duty to carry out a basic clean at the end of the hire as per the Hire Conditions (Copy attached) and that any problem would be assessed by the Caretaker, and should he decide that the bond or part bond be retained it would then be discussed with the Trustees/Officials. The Chairman stated that a Bond has been charged on all bookings involving food and alcohol since it was agreed at a Meeting of the Committee on 12<sup>th</sup> September 2019 and that since implementing the charge there has been no reason to retain any Bond and no Hirer has had any issue with it.

Attached Appendix ii)

The Chairman thanked everybody for their attendance and closed the meeting at 8.30 pm

Signed by the Chairman as a true record of the meeting.....Date.....

## Appendix i)

# **Tetcott Village Hall Statement of Account**

**27<sup>th</sup> July 2021**

In the period we have successfully opened an internet bank account with Barclays Bank Plc which now allows all receipts and payments to be made online and allows an accurate statement of account to be available at any point in time.

In Summary:

Total in Bank (HSBC & Barclays) - £22,447.25

Total in Cash - £194.73

The money in the Bank(s) includes the following grants from Torridge DC:

22/05/20 - £10,000

20/11/20 - £1,334

26/01/21 - £6,001

05/03/21 - £2,096

05/05/21 - £8,000

Total: £27,431.

**Prior to the above grants being received Tetcott Village Hall account stood at £3,627.95.**

**We understand that the above grants are only able to be utilised for the upkeep and maintenance of Tetcott Village Hall.**

**Notable income in the period** – Due to Covid-19 Tetcott Village Hall has had minimal income over and above the grants noted above and:

Insurance payment for Repairs to Roof - £2,784

**Notable Expenditure in the period** – The officers have taken maximum advantage of Tetcott Village Hall being unused to dramatically improve the quality of the hall:

New entrance Concrete - £1,282

Repairs to Roof - £2,784

Painting and Decorating - £2,721.89

New Smoke Alarms - £1,200

New Wall Heaters - £1,632

New Curtains and additional paint - £1,719.92

Insurance - £306.49

Premise Licence - £180.00

Renewal of Lease Legal Fees (initial payment) - £200

**Points of note:**

1. All correspondence/invoices/payments etc must now be addressed to TETCOTT VILLAGE HALL to align with the Charity Commission set up by the previous Committee and the new Barclays Bank Plc account.
2. Due to the uncertain nature of future bookings as a result of the continued impact of Covid-19 it would not be recommended that any funds are utilised to support any activities other than those directly related to the maintenance and general upkeep of the hall. This should be reviewed once significant amounts of future bookings has been received to secure an income stream.

# Arscott Hall Conditions of Hire Updated September 2019

1. The Hirers will agree to leave the Hall Clean and Tidy after use, return all tables and chairs to the storeroom, (Chairs to be stacked tidily, always keeping the fire exit doors clear)
2. **The Hirers must remove all black bag waste/rubbish from the premises on leaving. (If rubbish is left anywhere on the premises a charge will be incurred by the hirer for removal) Recyclable tin, plastic and glass should be placed in the correct recycling containers provided.**
3. The Hall is licensed for the sale of alcohol, however it's use is at the discretion of the Management Committee. A charge of £20.00 will apply for the use of the license above the normal Hire charge.
4. The Bar must be situated in the Committee Room but must not impede the Emergency Exits. All events providing food and alcohol will be subject to a Refundable Bond.
5. Organisations hiring the Hall will be responsible for any damage caused to the Hall or its contents whilst in their care. Any theft of Hall property or damage caused to the Hall or its contents will be assessed by the Caretaker and Chairman, the cost retained from the Bond
6. 48 hours cancellation notice is required in order to avoid being charged the full hire charge.
7. It is recommended that all organisations holding Dances, Disco's etc., where members of the public are attending, arrange their own Public Liability Insurance.
8. The Hall Committee are not responsible for any loss of property or accidents to users.
9. Hirers to check operation of all lights prior to using the Hall.
10. The Outside areas directly in front of all Exit doors must always be kept clear of obstructions.
11. The Inside areas directly in front of all Exit doors must be kept clear of all obstructions which may restrict their use.
12. **The maximum number of patrons allowed in the Hall at any one time is 300.**
13. Before leaving the Hall please ensure all doors and windows are closed and all lights and heaters are switched off. A charge will be made if any lights are left on.
14. Upon leaving the Hall please deposit keys in the post box on the wall to the right of the main entrance doors.
15. Smoking inside all indoor public places has been banned since 2007, however it is still permissible to smoke outside the Hall, we kindly ask that you use the sand pots provided outside the main entrance to dispose of your cigarette ends.

The Smoking Ban regulations contain a range of fines for offences under the Act.

- **Fixed penalty for smoking in Smoke-free Premises - £50.00**
- **Maximum fine for smoking in Smoke-free Premises £200.00**
- **Maximum fine for failing to prevent smoking in Smoke-Free Premises - £2500.00**

It is/will be the responsibility of the Hirer of these premises to enforce the law and it is suggested that the Hirer should appoint a Designated Premises Supervisor to ensure the law is adhered to!

1. If Vehicles are to be left in the Hall Car Park overnight, we request that they are parked in the lower area of the Car Park as the top area is an Air Ambulance Night-time Landing site in an emergency.

On behalf of The Arscott Hall Committee

Thank you for your business