

CYNGOR CYMUNED DINAS POWYS COMMUNITY COUNCIL

Halls Committee

Minutes of Meeting

Old Library, Parish Hall, Dinas Powys
Tuesday, 27 November 2018 at 6.30pm

Present:

Cllr J Fanshaw (Chair)
Cllr S Thomas
Cllr J Barker
Cllr K Hatton

Cllr R Crowley
Cllr M Pratt
Cllr A Asbrey
Cllr S Griffiths

74. Apologies for Absence:

There were no Apologies for Absence

75. Declaration of Interests

There were no Declaration of Interests.

76. Confirmation of Minutes

Minutes of the meeting held on Tuesday, 17 July 2018 were taken as read, and on the Motion of Cllr Mike Pratt and seconded by Cllr S Griffiths it was **RESOLVED - THAT** the Minutes be approved as a true record.

77. Matters Arising from Minutes

Item 61c– (Update on Maintenance undertaken and proposed) - Planters/Baskets

Assistant Clerk confirmed Judith Anderson who prepared the planters and baskets outside the Parish & Lee Halls had been recompensed properly for the work.

Item 61 d (Update on Maintenance undertaken and proposed) – PAT Testing

Assistant Clerk advised Committee that the Clerk is still pursuing this as there were a number of discrepancies in the previous PAT Testings. Clerk is also looking for one company that can PAT Test all the equipment in one go

Item 62 (Any Other Business) – Telephone and Broadband

Clerk has changed Broadband and Telephone contracts from Talk Talk and Unicom to One Com.

78. Update on Maintenance undertaken and proposed

a. Parish Hall Windows – Interior

Maintenance Manager has painted the interior sides of the windows.

b. Parish Hall Window – Exterior –Ground Level Front Window

The Front Window on the Ground level (the Committee Room Window) was found to be rotten in one area. The window has been temporarily 'patched up'. Cllr K Hatton suggested that the Clerk make enquiries into a quote for a proper renovation/repair, bearing in mind the building and windows are Grade 2 listed.

- c. Railings
Railings in front of the Parish Hall and leading to the Lee Hall have been stripped, primed and painted.
- d. Ladies Toilet in Parish Hall – faulty cistern
The cistern in one of the Ladies toilets in the Parish Hall was reported as being faulty during the summer months. Maintenance Manager replaced it with a new cistern.
- e. 2 x Wasp nests
The wasp nests were both located in the ivy hedgerow, on the right hand side of the steps leading to the Lee and Parish Halls. Due to their close proximity to the Halls and aggressive behaviour, the Clerk, contacted a specialist to remove them.
- f. Lee Hall – front doors
The Lee Hall doors were found to be misaligned thus causing problems in locking them. Clerk called out 'Window Doctor' to realign them.
- g. Lee Hall – Kitchen fridge
One of the fridge doors in the Lee Hall kitchen appears to be faulty, i.e. sometimes it doesn't shut. It appears to be an intermittent problem, possibly due to the hinges. Staff are to monitor the situation closely, however Cllr J Fanshaw advised that the long term solution may be to replace the fridge.

79. Feedback from Council on projects:-

- a. Secondary Glazing
Full Council agreed to go ahead with installing Secondary Glazing in the Parish Hall. In the meantime, Cllr J Fanshaw as Chair of Halls Committee applied to the National Lottery Awards for a Grant towards the cost. However, the application was unsuccessful on the grounds that they felt the project did not support their funding priorities strongly enough and insufficient involvement from people from the local community.
- b. LED Lighting
Work to replace the remaining lights in the Halls with LED is scheduled to begin the week commencing Monday, 10 December, using the same contractor as before.

80. Review of Hall Hire Tariff

- a. General Hire
Cllr J Fanshaw advised Committee that since the introduction of the new Hall Hire rates in April 2018, there has been an increase in requests for financial assistance from local community groups to help cover the costs of Hall Hire

Their main concern is the cost of the Parish Hall for an entire day (i.e. £150 per day) or when booked for a block period of time. Assistant Clerk informed Committee that a 50% reduction on the daily rate of £150 has been offered, reducing the fee to £75 per day.. Use of the Sound & Lighting system and Chiller Cabinet are additional costs. Committee were also advised that many of the bookings in the 2018 diary were made before the changes were made and the old rates have been honoured. Letters have also been sent to the local community groups who regularly use the Halls, reminding them of the

changes and that they may wish to consider applying for a grant from the Community Council to help towards the costs.

Cllr K Hatton expressed his concern at the cost of hiring out the Sound and Lights as there is no distinction between the use of the equipment. For example, one group may only use the microphone and one light, whilst another group would use the entire lighting system, but pay the same. This doesn't seem fair.

Cllr M Pratt asked whether it might be possible to install a smart metre, however it would be necessary to explore this idea with an electrician.

Cllr K Hatton advised Committee, that the sound and lighting gallery, stage extension rostra and black drapes were installed as a result of a previous Committee, applying to the Welsh Arts Council for a Grant. They received £60,000. It is very likely that local community groups were instrumental in supporting the application.

Cllr K Hatton also recalls Council offering a lower rate to Dinas Powys Players as they make most of the set themselves and buy their own props.

Cllr S Thomas informed Committee that £5000 has been set aside by Finance Committee, towards donations/grants.

b. Wedding Hire

Assistant Clerk was asked to run through a report on Community Halls used as a Wedding Venue. On average the Parish Hall is hired out for Weddings twice a year, with the exception of 2016, when there were 9 weddings. In 2018, only one wedding took place in the Halls. Hirers are expected to leave the Halls as they found them, however on this occasion the Halls were left in a very poor state. It took the cleaner and maintenance manager a good week to make both halls good. As the hirer had not complied with the Guidelines, the £100 bond was not returned.

The two main reasons that make a Parish/Village Hall a popular venue for weddings are:-

- They provide flexibility for people to create their own wedding package (enabling the people to choose their own caterer and dress the Hall in their preferred style).
- They are significantly cheaper than commercial venues.

As no two community venues and its facilities are the same it is difficult to produce a true comparison of cost. Popular commercial wedding venues in the Vale ask for a larger non-refundable deposit. The price includes bar staff, catering and cleaning. Smaller community venues are booked on a dry hire basis, similar to the Parish & Lee Hall, whilst others, especially those run by volunteers prefer to focus on weekly hall hirers rather than weddings.

Cllr R Crowley enquired as to whether the Halls are covered for potential damage to property. Clerk is to advise at next Halls meeting, post annual Insurance renewal

Committee proposed the following increases for Wedding Hire. They will be presented to Finance Committee for ratification

PARISH HALL	Current Charge	Proposed
Set up – Full Day – from 9am (based on 10 hr day)	£120.00	£150.00
Set up – Half Day – from 2pm	£70.00	£100.00
Set up – Evenings from 6pm	£50.00	£60.00
Wedding Reception – All Day (inclusive of Sound & Lights)	£350.00	£500.00
Clear up - until 1pm	£70.00	£70.00
LEE HALL		
As Annexe to Parish Hall (when both halls are hired for the event)	£180.00	£200.00
Set up – Full Day – from 9am	£75.00	£100.00
Set up – Half Day – from 2pm	£50.00	£80.00
Set up – Evenings from 6pm	£30.00	£50.00
Clear up – until 1pm	£50.00	£70.00
Weddding Reception – All Day (Lee Hall only)	£280.00	£300.00
*Deposit – To be held until after the event, at which time will be taken off the final bill on the condition the Halls are left as they found them. (NB: need to consider time frame on the deposit to cover cancellation for mitigating circumstances)	£100.00	£200.00

Additional time charged at standard hourly rate: Parish Hall: £15 ph & Lee Hall £12 ph (no change)

81. Premises Licence for Lee Hall

Cllr J Fanshaw advised Committee that at a previous Finance meeting it was recommended that DPCC apply for a Premises Licence for the Lee Hall. Cllr J Fanshaw explained that the Present Premises Licence does not cover the sale of alcohol in the Lee Hall because the two Halls are rated separately. The reason for not having a separate Premise Licence in the past is because the demand to sell alcohol in the Lee Hall is minimal.

Assistant Clerk is currently waiting to hear back from Licencing Enforcement Officer at Vale of Glamorgan regarding cost/procedure as well as the rateable value of the Lee Hall.

82. Any Other Business

The Chiller cabinet in the Parish Hall was reported as faulty by Hall hirers. Assistant Clerk to research the cost of a replacement cabinet.

Cllr Steve Thomas asked Committee whether they had any objections to him putting a collection box in the Council Office for Vale Plus. Committee unanimously **AGREED** on the understanding that the box was clearly labelled 'Chairman's Charity'.

Cllr Steve Thomas asked Committee whether they would have any objections to 5 framed village scenes of Dinas Powys being hung in the Old Library. There were no objections.

83. Date of Next Meeting - Tuesday, 22 January 2019 - 6.30pm

The Meeting closed at 7.30pm

Signature:	Date:
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