

APPENDIX 1 16 March 2016 Parish Council funding of the Village Hall

There has been some confusion over the agreement covering the PC providing funds to support the Village Hall. The PC has agreed to cover capital expenditure on the Village Hall and some maintenance items have also been paid for by the PC. To avoid further confusion and to ensure the viability of the Village Hall a new arrangement which will supersede all previous arrangements is proposed below.

Background

- The Parish Council owns the Village Hall – this will shortly be confirmed officially when the first registration process is completed – and is, therefore, responsible for the building.
- The Village Hall is maintained and operated for the benefit of the community.
- The Village Hall Management Committee (VHMC) operates as a charity and runs the Village Hall on behalf of the PC.
- The Village Hall needs to be maintained and cover operating costs through rental income.
- The Village Hall will need capital expenditure to maintain the structure (and essential services) and to improve the facilities for current and potential hirers.
- The VHMC is responsible for fixtures and fittings within the Hall, for generating the rental income and for suggesting to the PC on the development of the Hall.
- Day to day management of the Hall is the responsibility of the Village Hall Manager; this covers bookings, supervision of the cleaner, managing maintenance of the Hall, supervision of contractors, etc.
- The PC is responsible for seeking grants or section 106 funding for projects to enhance the Village Hall with the assistance of members of the VHMC where appropriate. The funds are transferred to the PC and the normal financial controls of the PC apply to expenditure from those funds.
- Some regular users store equipment within the Hall for which they are responsible.
- Users of the Hall are responsible for public liability arising from their activities.

Proposal

- The PC, as the owner of the building, shall be responsible for maintenance of the building – this would include the structure of the building, doors, windows, the electrical installation, etc.
- The VHMC shall be responsible for maintenance of the fixtures and fittings from the rental income generated– this would include water heaters, taps, toilets, showers, light bulbs/tubes, etc.
- The PC shall be responsible for refurbishment of the building, e.g. repainting inside and outside.
- Proposals for capital projects to enhance the Village Hall shall be submitted to the PC. Subject to approval by the PC, the PC shall provide the funds for the project. At the discretion of the PC this may be from budgeted funds, the PC's reserve, grants, section 106 funds or any combination of these sources.
- Insurance cover for the Village Hall shall be combined with the PC's insurance cover and paid for by the PC. This will reduce the cost to the VHMC and simplify any future claims.

Maintenance Schedule

Buildings Maintenance covered by the Parish Council

Interior and exterior walls	
Wall and ceiling decoration, plasterwork, etc	Including re-painting
Roofs	Replacement roofs would be treated as a capital item
Ceilings	
Interior and exterior doors	Replacement doors would be treated as a capital item
Interior and exterior windows	Replacement windows would be treated as a capital item
Hatches and shutters	Eg in the kitchen area
Water supply and drains	Excluding fittings such as toilets, showers, sinks, taps and waste plugs
Heating system including pipework and radiators	Excluding routine servicing and maintenance of boilers, thermostat valves/controls and bleeding of radiators
Electrical system including distribution boards, sockets, switches, emergency lighting and light fittings	Excluding replacement of light bulbs and tubes

Fixtures and Fittings Maintenance covered by the Village Hall Management Committee (from rental income)

Light bulbs, tubes, batteries and other consumable items	
Portable electrical equipment	In the main hall and other rooms. Youth Centre equipment to be maintained by the Youth Club Management. Equipment owned by user groups (eg WADS) that is stored in the Hall to be maintained by the user group. PA tests to be carried out by the Village Hall Management, Youth Club Management or user groups as appropriate.
Kitchen equipment including cookers, refrigerators, microwaves, kettles, toasters	In the main kitchen. Youth Centre equipment to be maintained by the Youth Club Management.
Fixed electrical equipment such as the curtain winder	
Curtains and blinds	
Routine maintenance of boilers, thermostatic valves/controls and radiators	
Showers, toilets, sinks, wash basins, taps and waste plugs	
Furniture	Cleaning and repairs
Carpets and other floor coverings	Including re-polishing the floor in the main hall
Storage cupboards	
Door locks, hinges and other door furniture	
Fire alarm system	
Fire extinguishers	
WiFi system	
Piano	