

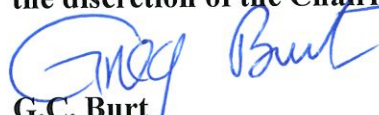


Registered Charity No. 227480

To All Councillors on the Centre Committee,

You are duly summoned to the Meeting of the Centre Committee to take place on Wednesday 30 March 2022 at Billingshurst Centre at 7pm.

Members of the public are welcome to attend this meeting and speak for a maximum of three minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chairman.


G.C. Burt
Clerk to the Council

24 March 2022

A G E N D A

1. Chairman's Announcements.
2. Apologies for Absence.
3. To Receive Declarations of Interest and Notification of Changes to Members' Interests.
4. Approval of the Minutes of the meeting on 23 February 2022 previously circulated; to confirm and sign the minutes as a correct record.
5. Matters Arising – **not separate agenda items**.
6. Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).
7. To approve payments for February - Appendix A.
8. To approve Bank Reconciliations Current & Main Reserve Accounts to 28 February 2022 - Appendix B.
9. To ratify the current *Standard Conditions of Hire* - Appendix C.
10. To receive Centre Manager's Report for March - Appendix D.
11. Any other matters for information only.
12. Date of the Next Meeting – **Wednesday 27 April 2022.**

MEMBERS: GA, PB, KP, SW, SD, CG.

Council Office: Billingshurst Centre
Roman Way, Billingshurst, West Sussex RH14 9QW
Tel: 01403 782555 Email: council@billingshurst.gov.uk

Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.

Date: 23/03/2022

Billingshurst Community Centre Current Year

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Time: 15:29

Natwest Bank Accounts

List of Payments made between 01/02/2022 and 28/02/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2022	Digital Managed Print Services	CHEQUE	-52.36		Cancelled Cheque
07/02/2022	Robin Nugent Architects	003862	924.00		RIBA Workstage 5
07/02/2022	ADT Alarms	003863	419.89		Additional work on fire alarm
07/02/2022	Digital Managed Print Services	003853	69.91		Photocopies
08/02/2022	UK Office Direct	CARD	27.36		Anti Bac Soap
09/02/2022	Squeegee Clean	003864	95.00		Centre window clean
09/02/2022	Nisbets	CARD	61.84		Catering Supplies
09/02/2022	AMAZON	AMAZON	13.57		Velcro Cable tidy
09/02/2022	Amazon	AMAZON	41.94		Drinking Glasses
09/02/2022	Amazon	AMAZON	15.99		Clip top bottles
09/02/2022	Amazon	AMAZON	15.99		Clip top bottles
09/02/2022	Beeches Buffet	CARD	124.31		Catering
11/02/2022	Horsham District Council	CARD/1	191.00		Non-Domestic rates 21/22
16/02/2022	Beeches Buffet	CARD	52.31		Catering
16/02/2022	Horsham District Council	BACS	30.35		Refuse Collection
17/02/2022	drax	BACS/1	596.17		Electricity Bill
17/02/2022	Booker	bacs	219.43		Catering supplies Centre
22/02/2022	ADT Alarms	003865	1,573.20		Alarm for Garage
22/02/2022	Sussex Land Services	003866	456.00		Garden Maintenance
22/02/2022	Performing Rights Society	003867	1,280.54		Music Licence
22/02/2022	Ballpoint Office Supplies Ltd	003868	31.25		Stationary
22/02/2022	Epoch Projects Ltd	003870	305.40		Variation to all security
24/02/2022	Business Stream	DD	219.16		Water Bill
25/02/2022	Casual Staff	BACS	1,403.38		Casual Staff Pay
Total Payments			8,115.63		

Date: 23/03/2022

Billingshurst Community Centre Current Year

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Time: 15:25

**Bank Reconciliation Statement as at 28/02/2022
for Cashbook 1 - Natwest Bank Accounts**

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	28/02/2022	142	100.00
Business Reserve Account	28/02/2022	290	63,819.93
			0.00
			<u>63,919.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
27/01/2022 003861 Billingshurst Parish Council		4,335.90	
22/02/2022 003865 ADT Alarms		1,573.20	
22/02/2022 003866 Sussex Land Services		456.00	
22/02/2022 003867 Performing Rights Society		1,280.54	
22/02/2022 003868 Ballpoint Office Supplies Ltd		31.25	
22/02/2022 003870 Epoch Projects Ltd		305.40	
			<u>7,982.29</u>
			55,937.64
<u>Receipts not Banked/Cleared (Plus)</u>			
07/12/2021 001743		18.41	
			<u>18.41</u>
			55,956.05
Balance per Cash Book is :-			55,956.05
Difference is :-			0.00

BILLINGSHURST PARISH COUNCIL

CENTRE COMMITTEE

WEDNESDAY 30 MARCH 2022

CONDITIONS OF HIRE

REPORT BY CLERK

FOR DECISION

The *Conditions of Hire* for the Centre often have to be tweaked to reflect ever-changing circumstances.

The most recent change is to reflect cancellation fees due to Coronavirus.

The Committee is invited to ratify the current *Conditions of Hire*, attached.

Standard Conditions of Hire

These standard conditions apply to all hiring of the Association's premises. If the Hirer is in any doubt as to the meaning of the following, the Manager or other relevant person should immediately be consulted.

1. Age

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under the Agreement, relating to management and supervision of the premises are met.

2. Supervision

The hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Centre Manager, the hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Time

The Hirer will allow time within their requested booking slot for setting up and clearing away, failure to do so will incur additional charges.

4. Invoicing

The hirer will be invoiced very shortly after the booking has taken place. Party hirers will be expected to pay for their booking at least two weeks in advance.

5. Use of Premises

The hirer shall not use the premises (including the car park) for any purpose other than described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

6. Insurance and Indemnity

a. The Hirer shall be liable for:

- I. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- II. all claims losses, damages and costs made or incurred by the Council as Trustee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the hirer and
- III. all claims, losses, damages and costs made against or incurred by the Council as trustee, their employees, volunteer, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the hirer, and subject to sub -clause (b) the hirer shall indemnify and keep indemnified accordingly the Council as Trustee and its employees, volunteers, agents and invitees against such liabilities.

- b. The Billingshurst Centre shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Billingshurst Centre shall claim on its insurance for any liability of the hirer hereunder but the hirer shall indemnify and keep indemnified the Council as Trustee and its employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of liability and the monies received under the policy.
- c. Where the Billingshurst Centre does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Centre Manager. Failure to produce such policy and evidence of cover will render the hiring void and enable the Centre Manager to rehire the premises to another hirer.

The Billingshurst Centre is insured against any claims arising out of its own negligence.

7. Gaming, Betting and Lotteries

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

8. Music Copyright Licencing

The hirer shall ensure that the Billingshurst Centre holds relevant licences under Performing Right Society (PRS) and the phonographic Performance Licence (PPL) or, where appropriate, the hirer holds a licence

9. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

10. Childcare Act 2006

The hirer shall ensure any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Council as Trustee with a copy of their CRB check and Child Protection Policy on request

11. Public Safety Compliance

The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the Centre's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the Centre's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Centre Manager.

- a. The hirer acknowledges that they have received instruction in the following matters:

The action to be taken in event of a fire.

- This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box.
- b. In advance of any activity whether regulated entertainment or not the hirer shall check the following items:
- That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device)

12. Noise

The hirer shall insure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The hirer shall ensure that in order to avoid disturbing the centre's neighbours and avoid violent or criminal behaviour that care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

14. Health and Hygiene

The hirer shall if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.



15. Electrical Appliance Safety

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.

16. Stored Equipment

The Billingshurst Centre accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each or part or part of a day at the hire fee per hiring until the same is removed.

The Billingshurst Centre may, use its discretion in any of the following circumstances:

- Failure by the hirer to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- Failure by the hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Council as Trustee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the hirer any costs incurred in storing and selling or otherwise disposing of the same.

17. Smoking

The hirer shall, and shall ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The smoking of electronic cigarettes is also prohibited on the premises. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

18. Accidents and Dangerous Occurrences

Any failure of equipment belonging to the Billingshurst Centre or brought in by the hirer must be reported as soon as possible. The hirer must report all accidents involving injury to the public to the Centre Manager as soon as possible and complete the relevant section in the Centre's accident book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Centre Manager will give assistance in completing this form and can provide contact details.

19. Explosives and Flammable Substances

The hirer ensures that:

- Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations or a combustible nature (e.g. polystyrene, cotton wool shall be erected without the consent of the Centre Manager.

- No decorations are to be put up near light fittings or heaters.
- The use of smoke machines is prohibited

20. Heating

The hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Council as Trustee. Portable liquefied propane gas (LPG) heating appliances shall not be used.

21. Animals

The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Centre Manager. Animals are not permitted in the kitchen at any time.

22. Fly Posting

The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified the Council as Trustee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

23. Sale of Goods

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organisers name and address and that any discounts offered are based only on manufacturers' recommended retail prices.

24. Cancellation Policy

If the hirer wishes to cancel the booking before the date of the event and the Billingshurst Centre is unable to achieve a replacement booking, the question of the payment or the fee shall be at the discretion of the Billingshurst Centre:

- A cancellation fee will be payable by the hirer where the hiring is cancelled less than one month before the hire date at a rate of 50% of the total booking fee.
- If a hiring is cancelled less than one week before the hire date the charge will be 100% of the total booking fee.
- There will be no charge for cancellations made in writing more than one month before the hire date.

Charges will be applicable for cancellations due to COVID with effect from 1st March 2022. Please refer to our cancellation policy for more information.

The Billingshurst Centre reserves the right to cancel a hiring by written notice to the hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election by-election.
- The Council as Trustee reasonably considering that (i) such hiring will lead to a breach of licencing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring.

- The premises becoming unfit for the use intended by the hirer.
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
- In any such case the hirer shall be entitled to a refund of any deposit already paid, but the Billingshurst Centre shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

25. End of Hire

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Centre shall be at liberty to make an additional charge.

26. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Centre Manager. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Billingshurst Centre remain in the premises at the end of the hiring. It will become the property of the Billingshurst Centre unless removed by the hirer who must make good to the satisfaction of the Council as Trustee any damage caused to the premises by such removal.

27. No Rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

28. Use of the Stage Office, Sound & Lighting

The hirer must ensure that the stage office must not be used for any other purpose than the control of the electrical equipment. Under no circumstance must anything be placed in the office or be used as a store at any time. Should any unauthorised items be placed in the stage office, the Centre Manager reserves the right to remove that equipment. Agreement to use and operate the equipment from an outside party will only be granted to qualified, experienced individuals and the hirer will provide a name and contact details. The hirer will be responsible for the care of all equipment and will be liable for the cost of repair or replacement of damaged equipment.

29. Car Park

The use of the car park is for patrons only whilst using the Billingshurst Centre. The Council as trustee accepts no liability for any damages or losses whilst using the car park.

30. Variations to Rates of Hire

The Centre Management Committee reserves the right to increase rates of hire provided that they give the hirer one month's notice in writing. This increase is usually implemented annually on the 1st of April.



BILLINGSHURST
Community & Conference Centre

31. Provisional Bookings

The Centre will hold provisional bookings for a maximum of 2 weeks only with effect from 1st March 2022. Bookings that are not confirmed within this time will be notified and their booking will be removed from the system.

Signed Print Name Dated.....

BILLINGSHURST COMMUNITY & CONFERENCE CENTRE

CENTRE COMMITTEE

30 MARCH 2022

MANAGER'S REPORT

FOR INFORMATION

We had a visit from the Health & Safety advisor from Ellis Whittam/Worknest this week and some areas of concern were highlighted around the Centre; measures are now being carried out to rectify these. One of the areas of concern involved the backstage area and the storing of the brown leather chairs purchased for the day centre which sadly ceased some years back; the chairs are not only collecting dust but legally should not be where they are, I will be placing them on marketplace to sell next week, 4 will be kept back just in case & stored in the dressing room backstage. In essence, the Advisor didn't want to see any furniture left in corridors that could be potentially obstructing fire escape routes.

Lloyds Mobile Branch have contacted me this week to confirm they will not resume the service they were providing pre-covid, Monday, Wednesday & Friday. Instead, they will continue their visits on a Wednesday every two weeks. It's disappointing that they have reached this decision as the service is still clearly needed and having some flexibility suited everyone's needs. Along with this they have asked for a refund as they are not using the carpark on the original terms anymore, even though the contract we signed was to include Monday and Friday, weekly. They are currently paid up to 25th April, renewal of the contract will be due thereafter. Having spoken to the Clerk we both feel the decision was made their end and not ours therefore they should swallow the cost of hiring our parking spaces.

Having recently approached numerous cleaning companies, I have received 2 quotes and have made an impromptu decision based on Colin's current workload to go with the cheapest, I am hoping to meet with them again next week with the hope of them starting ASAP.

The Clerk and I interviewed potential candidates for both part time customer service assistant and a new casual staff member this week, we deemed them all perfect for the role, very different personalities and all more than capable. The decision wasn't easy but two have been selected and both have accepted the roles. They will be due to start at the beginning of April, bringing the team back up to where we were pre-covid.

The Committee is invited to note this report.