

**Minutes of an Extra Ordinary Meeting of Stanford Dingley Parish Council held on  
Monday 6<sup>th</sup> November at 6.30pm in the Club Room, Stanford Dingley.**

**Present:** Cllr. Mark Hawkesworth; Cllr. Christopher Dent; Cllr. Dawn Bellin; Cllr. Jane Body; Cllr. Harry Fullerton; Mrs. Helen Pratt (Clerk).

**1. Apologies.**

Apologies were received and accepted from District Cllr. Graham Pask and District Cllr. Quentin Webb.

**2. Declaration of Interests.**

There were no declarations of interest.

**3. The Club Room.**

The Chairman thanked Cllr. Dent for preparing all the draft documentation that had been circulated prior to the meeting.

**3.1 To agree hiring rates.**

Cllr. Dent had circulated a table of rates prior to the meeting. It was agreed that there would be three separate bands for charging: parishioners and residents of Tutts Clump, non-residents and commercial. There was a discussion about the extent of Tutts Clump and it was agreed that a map could be put on the website showing the area to be included which would include Rotten Row and Mariners Lane.

It was agreed that all equipment must stay in the hall and should not be hired out separately.

**3.2 To agree deposit levels.**

After a discussion on deposits, it was agreed that all users (including all parishioners) should pay a deposit. The level of the deposit would be variable dependent upon the risk of the event being held. The Clerk will check the excess on the insurance.

**3.3 To agree the Hiring Policy (to include bookings to be accepted/rejected).**

The draft Hiring Policy circulated was reviewed and accepted. It was suggested that the priority of parking be raised and that points on bouncy castles be removed.

**3.4 Management of the Club Room.**

There was a discussion with varying views on cleaning. Generally, the view was in favour of volunteers cleaning on a periodic basis. Hirers are responsible for tidying up the hall and leaving it as they find it. It was agreed to consider commercial cleaners for commercial lets.

**3.4.1 To agree the Terms of Reference for the Management Committee.**

It was agreed that insurance and fire inspections should be added to the Terms of Reference. It was agreed that SDPC would delegate powers to the Management Committee, but that SDPC would maintain the power of veto on all decisions.

**3.4.2 To agree the Members of the Management Committee.**

Members of the Management Committee have yet to be finalised and names will be notified to SDPC.

**3.4.3 To agree the financial objectives and management.**

It was agreed that income from hiring out the Club Room should cover the costs of running it, including insurance and servicing fire extinguishers.

It was agreed that for local hires the key for the hall would be collected from a jar outside a nominated house. For commercial lets and those who are unknown in person to any of the Management Committee there will be a concierge system in place.

Details of the hire costs and contacts for hire need to be added to the website.

**3.4.4 To agree the booking process.**

Cllr. Dent commented that at a session organised by CCB on marketing village halls

CCB had said that advertising was critical and that ideally there should be the ability to book online. Cllr. Dent hopes that it will be possible to put a calendar on the website with a booking form which will in turn trigger an email to each of those people who look after bookings.

It was noted that there needs to be a broader meeting on the website.

4. **Bookings to date.**

An art display and a whisky tasting evening have already been held in the Club Room.

15. **Date of next meeting:**

The next meeting will be on Monday, 15<sup>th</sup> January 2018 at 7.30pm in the Club Room.

There being no further business, the meeting closed at 7.40pm.

Signed:

Date: