



**Website:** [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

**Restrictions apply on capacity in the building for public seating.**  
27 October 2022

**To: The Chairman and Members of the Property Management and General Purposes Committee**

(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Property Management and General Purposes Committee** to be held at **7.00 pm on Thursday, 3 November 2022** at **Park Hall, Whitwick Park, North Street, Whitwick**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC  
Parish Manager

*Members of the public are welcome to attend and observe the meeting.  
Questions may be asked only under the public questions item if matters fall  
within the remit of the Committee.*

### **3006. APOLOGIES FOR ABSENCE**

### **3007. DECLARATIONS OF INTEREST**

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'registerable interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

### **3008. MINUTES.**

To approve the minutes of the previous meeting held on 6 October (see attached). To defer approval of the minutes of the previous meetings held on 7 October, 4 November and 2 December 2021 as they have not yet been written.

**Members' instructions are requested.**

### **3009. PUBLIC QUESTION AND ANSWER SESSION**

### **3010. PARISH WARDEN REPORT**

Members to consider suggestion for future quarterly reports to be provided in writing instead of in person.

**Members instructions are requested.**

### **3011. TREE MAINTENANCE**

- a) WPC.013 – Removal of trees – Deputy Parish Manager to provide an update;
- b) Resident query regarding overhanging branches from dead tree in car park. – this tree is protected by a TPO and the council needs to submit a planning application to NWLDC for it to be felled.  
Timescale – 2-3 months from submission of application (not yet drafted)

**Members’ instructions are requested.**

### **3012. PARISH PROJECTS - WORKING PARTY/LINK COUNCILLOR REPORTS**

To consider progress since the last report/meeting and/or any recommendations for approval and opportunities for discussion/questions from members (see information enclosed/to follow/to be tabled):

- a) Allotments Link Councillor – Thornborough Road - Update required;
- b) Allotments Link Councillor -Walkers Flats – No Link Councillor at present;

#### **PROJECTS**

1. Memorial Garden in Whitwick Park – Update required on next phase being planned – Permission to be sought from factory owner to paint the wall; Design brief and quote received from mural artist (at least one further quote to be obtained from a separate company); current budget information to be available once quotes were received and itemised on agenda; contractor to be contacted (once permission obtained) to point up wall and remove shrubs; suggestion of additional bench to be donated for the garden by a local resident; updated quote for cast iron arch (on brick pillars) to be obtained;
2. Seasonal Lighting – Rechargeable batteries for solar lights to be purchased;
3. Eco-Bollards – As delegated by Council, Members to discuss provision of Eco-Bollards within the Parish. Following the demonstration of a unique design of air quality monitoring post (bollard) that provides visual (and live) information via illuminated display and an app that public can access if wished, quotation has been received (previously circulated) and members to consider purchase of this equipment to provide a scheme within Whitwick.

The council holds an earmarked reserve of £3,000 for the Climate Change Action Fund and there is a budget allocation of £3,090 in the current year.

**Members' instructions are requested, with agreement on any matters to refer to Council.**

### **3013. LAND MATTERS – KING GEORGES FIELD**

NB When acting as a charity trustee it must always put the interests of the charity before the interests of the Parish Council. As Trustees, members to note the action list is awaiting updating and also consider:

#### WHITWICK PARK

- a) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;

#### PARSONWOOD HILL (part)

- b) No items to report;

### **3014. LAND MATTERS – EXCEPT KGV LAND**

Members to note the action list is awaiting updating and also consider:

#### ALLOTMENTS

- a) Thornborough Road Allotment Society – Update to be provided regarding complaints;
- b) Update to be provided from Deputy Parish Manager regarding allotment query from potential plot holder;

#### RECREATION/OPEN SPACES

- c) Playground Improvements – Update to be provided on dates for commencement of work at playground sites at Hilary Crescent and Hermitage/Green Lane;
- d) Holly Hayes Road – Resident informed request for basketball hoop and backboard had been agreed, Deputy Parish Manager to obtain quotes in due course;
- e) Progress update by the Deputy Parish Manager on land matters previously agreed for action;

### **3015. BUILDINGS' MANAGEMENT**

Members to note the action list is awaiting updating and also consider:

#### PARK HALL:

- a) Hire regulations now reviewed for consideration and amended. (Revised draft attached);
- b) Regular hirer request for extended hire time (past 9.00 pm)

#### COMMUNITY OFFICE:

- c) Damp problem in office, initial visit has taken place but further investigation still required;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – Update to be provided by Deputy Parish Manager;
- e) review of building repairs and maintenance issues – Update to be provided;

**Members’ instructions are requested.**

**3016. OTHER MATTERS FOR FUTURE AGENDA**

Members to suggest other land matters for consideration at the next meeting.

**Members’ instructions are requested.**

*Date of next meeting: **Thursday 1 December 2022 at 7 pm***

**N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.**

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.” The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

N.B. All Minutes are deemed as draft until formally approved and signed.

**MINUTES of the MEETING of PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on 6 October 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.**

Present: Councillor A Barker (Chairman)

Cllrs S Colledge, P Moulton [Items 2970 – 2978 only] and R Woodward

Mrs A Barker, Mr T Gee

In Attendance:

Mrs Cathy Tibbles, Parish Manager

Mrs Tracey McLean, Deputy Parish Manager

Mr Martin Powell, Parish Warden – Items 2970 – 2974 only

No members of the public

**2970. APOLOGIES FOR ABSENCE**

Apologies noted from Cllr Straw.

**2971. DECLARATIONS OF INTEREST**

Mrs A Barker declared a registerable interest as a member of Whitwick Historical Group.

Cllr P Moulton declared a registerable interest in matters affecting Whitwick Historical Group as the Link Councillor and a member; a registerable interest in matters regarding the Bowls Club as a member; a registerable interest as Link Councillor for Thornborough Road Allotment Society.

Cllr A Barker declared a disclosable registerable interest as a Director of Holly Hayes Woods, a member of Whitwick Historical Group and a registerable interest as a signatory at Walkers Flats Allotment Group.

Cllr R Woodward declared a registrable interest as a Director of Holly Hayes Woods and as a member of Whitwick Historical Group.

Cllr S Colledge declared a registerable interest in Whitwick Community Crisis Team; a registerable interest in the Whitwick branch of the Royal British Legion as a member; a registerable interest in Whitwick Historical Group as a member; a registerable interest in any planning matter that affected the Green Wedge, including the old Hermitage Leisure Centre site as a member of Whitwick Action Group; a registerable interest as a member of Woodstock in Whitwick; a potential disclosable pecuniary interest in any matter concerning the old Hermitage Leisure Centre site as an immediate neighbour. Potential pecuniary interest on 2977 (b) in connection with quotation for toilet repair.

Mr T Gee declared a registerable interest in matters connected to Woodstock in Whitwick and Whitwick Historical Group as a member.

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**2972. MINUTES**

**Resolved: That the minutes for 1 September were approved as a correct record and would be signed.** To defer approval of the minutes of the previous meetings held on 7 October, 4 November and 2 December 2021 as they have not yet been written.

**2973. PUBLIC QUESTIONS AND ANSWER SESSION**

None.

**2974. PARISH WARDEN REPORT**

Parish Warden presented an up-to-date report relating to land matters, the inspections he regularly made, the actions taken and improvements now being seen. Members passed on their thanks for the difference he was making to the Parish.

**2975. TREE MAINTENANCE**

Members noted / **resolved:**

- a) Resident query regarding overhanging branches from dead tree in car park. The tree is protected by a TPO, parish council to submit a planning application to NWLDC for permission to fell it, timescale – 2-3 months from submission of application (not yet drafted);
- b) Dangerously large branches overhanging the footpath at Hilary Crescent/Peterfield Road had been cut back

**2976. PARISH PROJECTS – WORKING PARTY/LINK COUNCILLOR REPORTS**

Members noted / **resolved:**

- a) Allotments Link Councillor – Thornborough Road – Cllr Moulton confirmed that a meeting had taken place on Sunday 2<sup>nd</sup> October 2022;
- b) Walkers Flats Allotments – Parish Manager provided an update and confirmed that she was currently dealing with a complaint.

**PROJECTS**

1. New Signage for the Pavilion/Green/Parking/Tennis Courts –action was still required by Parish Manager; Informative signage for car park, still outstanding, Deputy Parish Manager had liaised with Parish Manager and Cllr Colledge regarding wording of signage, signs to be produced when Deputy Parish Manager’s work schedule allowed;
2. Cllr Moulton had obtained a verbal quote for the memorial plaque (and would strive to obtain an additional quote), working party to meet to discuss and agree wording and design in further detail;
3. Park Hall heating installation – operating instructions being compiled by the office and awaiting staff input when drafted;

N.B. All Minutes are deemed as draft until formally approved and signed.

4. Memorial Garden in Whitwick Park –Permission to be sought from factory owner to paint the wall; Design brief and quotation had been received from mural artist (at least one further quote to be obtained from another company); Parish Manager would ensure she had current budget information for members once were the quotes were received and itemised on the agenda; contractor to be contacted (once permission obtained) to point up wall and remove shrubs); steel memorial bench had now been installed; suggestion of additional bench to be donated for the garden by a local resident; request to get an updated quote for a cast iron arch (on brick pillars) to be installed at entrance to memorial garden stating 'Whitwick Memorial Garden'; Memorial Policy to be printed out for Cllr. Colledge to pass to resident;
5. Seasonal Lighting –It was suggested that rechargable batteries for the solar lights be purchased

### **2977. LAND MATTERS – KING GEORGES V FIELD**

It was noted the action list was still awaiting updating. As trustee of the Whitwick Park (King Georges Field) Charity, members **resolved** that the following **actions be taken**/noted:

#### WHITWICK PARK

- a) Cllr Colledge presented information to members relating to CCTV Surveillance currently being used by NWLDC; Parish Manager updated members on information provided by the police relating to CCTV surveillance, further information and quotations to be obtained;
- b) Update on Whitwick Park Toilets – Cllr Colledge passed a quotation for strengthening toilet doors to the Deputy Parish Manager who would now seek two further quotations.
- c) Hedging around perimeter of park – Cllr Colledge presented information to members relating to free trees available from The Woodland Trust. Cllr Colledge confirmed that 420 saplings would be delivered at the beginning of March 2023; planting scheme to include the help of volunteers to be devised;
- d) Litter bins x 2 had been installed in the park, one near to the skate park and one near to the children's swings;
- e) Bowls Club sign for park gate – **Resolved that a sign could be installed on the fence at the entrance to the park, design brief to be presented to members for agreement before sign is commissioned.**
- f) Progress update by the Deputy Parish Manager on land matters and items previously agreed for action;
  - Spinner in play area – **Resolved to remove the item as parts were not available and bespoke repairs were a prohibitive cost.**

#### PARSONWOOD HILL (part)

- g) Recreation Ground – Licence and Conditions – Deputy Parish Manager to send letter to licensee regarding use of the recreation ground;

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## **2978. LAND MATTERS – EXCEPT KGV LAND**

Members to noted/**resolved**:

### **ALLOTMENTS**

- a) Thornborough Road Allotment Society – Meeting held last February with TRAS representatives to begin review of management agreement, no progress by Parish Manager. Also, dealing with concerns from two tenants under the complaint's procedure;

### **RECREATION/OPEN SPACES;**

- b) Playground Improvements – Deputy Parish Manager had been in touch with contractor appointed to carry out the work. A suitable date to be agreed to confirm start date for work as soon as possible;
- c) Green Lane – Members questioned replacement of a tyre feature in play area and Deputy Parish Manager to investigate accordingly;  
**Resolved: A complainant whose boundary fence had been damaged, would be given the Council insurer's details to seek recompense..**
- d) Flooding problem at WPC.011 – item to be removed from agenda in the absence of any report from the County Council;
- e) Car Hill Rock – Work on the stone wall was now complete;
- f) Footpath at Holly Hayes/Rosslyn Road – Deputy Parish Manager to obtain quotes for quarry waste (providing budget could be identified) to be laid on footpath from gate downwards;
- g) Holly Hayes Road Play Park – **Resolved: Agreed to support resident request for basketball hoop and backboard to be installed at play area, Deputy Parish Manager to obtain quotes in due course;**
- h) Grit bin for the Elms had not been progressed at present;
- i) Planting of 40 Oak tree saplings (donated by resident) – Deputy Parish Manager confirmed with Members where several trees were to be planted on Green Lane open space, (where dead trees had been removed) and Car Hill Rock. A number of saplings to be donated elsewhere;
- j) Holly Hayes Play Area – Litter bin - Bin had been re-attached to post and Deputy Parish Manager confirmed that the bin was emptied twice per week on Mondays and Fridays ;
- k) Land at City of Dan – update to be provided by the Parish Manager when minutes had been written;
- l) Resident concerns had been expressed about the environmental management of land owned and Members **resolved to invite resident to the next PMGP Meeting to voice their concerns.**
- m) Progress update by the Deputy Parish Manager on land matters previously agreed for action;
  - Parish Warden had discovered a swing at WPC.020 that had been erected by a resident. The swing had been removed by the maintenance team with immediate effect.



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- Fencing at WPC.002 had been repaired;
- Play equipment inspection sheets from December 2021 up to and including September 2022 had been received from the maintenance company;
- VAS equipment had been installed on Thornborough Road and schedule re-established;

[Cllr. Moulton left the meeting at 9.10 pm]

**2979. BUILDINGS MANAGEMENT**

Members noted/**resolved**:

PARK HALL:

- a) Hire regulations currently being reviewed and amended, with revised draft documents to be circulated when available;

COMMUNITY OFFICE:

- b) Damp problem in the office – Caretaker unable to resolve, Cllr. Colledge suggested a contractor who could be instructed to investigate damp problem and suggest repair;
- c) Community Police Team – Police representative to be invited to attend a future Council meeting;

PAVILION/TOILETS, OUTBUILDINGS and OLD RAILWAY STATION:

- d) Old Railway Station – Deputy Parish Manager had established that the building was not 'listed' but a 'building of historical interest'. Deputy Parish Manager to contact the tenant to check the wording of the signed lease before decision could be made regarding maintenance responsibilities;
- e) Review of building repairs and maintenance issues – No further issues to report;

**2980. OTHER MATTERS FOR FUTURE AGENDA**

The Chairman encouraged members to put ideas forward for consideration or other opportunities that could be explored.

Full signature of Chairman: ..... Date: .....

The meeting terminated at 9.20 pm

Date of the next PMGP meeting: **Thursday 3 November 2022**

[Parish Warden left the meeting at 7.30 pm]

[Cllr. Moulton left the meeting at 9.10 pm]



## Be air aware

Communities can monitor air quality in their local towns and cities and be more aware of the air they breathe. Particulate matter contains microscopic solids or liquid droplets that are so small that they can be inhaled and cause serious health problems. Some particles less than 10 micrometers in diameter can get deep into your lungs and some may even get into your bloodstream.

## An air quality monitoring system

The eco-post is designed to raise public awareness of air quality, and warns against any harmful contaminants. It measures then signals air quality results using a coloured LED lighting index system. The colours indicate the scale of particulate matter and contaminant concentrations ranging from low to very high.

## It's application

The eco post is suitable for use around busy city centres and towns with high traffic routes, parks, walking and cycling trails, playgrounds, sports fields, outdoor gyms, preschool and school gardens. Additionally, anywhere that air quality is of concern indoors, such as factories and offices.

## What does it measure?

Dependant on model:

Standard monitored particulates include PM2.5 , PM10 with temperature and humidity.

additional monitored options include sulphur dioxide (SO<sub>2</sub>), ozone (O<sub>3</sub>), PM1, formaldehyde, carbon dioxide (CO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), & atmospheric pressure.

## Air quality index & eco post led colour meaning.

Band	PM10	PM2.5	General Population health advice. 1
Low	0 - 50	0 - 35	Enjoy your usual outdoor activities. 2
Moderate	51 - 75	36 - 53	
High	76 - 100	54 - 70	Anyone experiencing discomfort such as sore eyes, cough or sore throat should consider reducing activity, particularly outdoors. 2
Very High	> 101	> 71	Reduce physical exertion, particularly outdoors, especially if you experience symptoms such as cough or sore throat. 2

1. Adults and children with heart or lung problems are at greater risk of symptoms. Follow your doctor's usual advice about exercising and managing your condition.  
2. Department for the Environment Food and Rural Affairs, recommended health advice messages for the general population.

## Connectivity

Wi-Fi / GSM: Connect to the AirSensor platform to access detailed data from installed eco poles. Analysis is presented on a map, in real time or historical data can be downloaded.

Bluetooth: The eco pole communicates with the AirSensor mobile app, giving you complete control to set parameters based on your local, regional or national air pollution index.

## Technical Data

Protection: IP 65.

Material: anodized aluminium alloy.

Shade: frosted (PMMA).

Predicted LED life: 25,000 h.

Number of LEDs: 256 RGB LEDs.

The device can operate in an LED lamp mode or in split mode (some LEDs are used as lighting and some as a pollution indicator).

## General data

Warranty: 2 years return to manufacturers warranty (extended warranty available).

Operating temperature range: -20°C to +45°C.

## Mobile App

Free, multiplatform App allows you to see the current data with option to make this data available to the public. Subscription required to view or download historic data held in the cloud.



Mobile App Data Sample:

PM 10.0	4.0 µg/m <sup>3</sup> ↑ 8%
PM 2.5	3.2 µg/m <sup>3</sup> ↑ 12%
PM 1.0	1.8 µg/m <sup>3</sup> ↑ 2%
Pressure	1015.6 hPa
Temperature	20.6 °C
Humidity	36%
HCHO	0.0 µg/m <sup>3</sup> ↑ 0%

## **WHITWICK PARK HALL - Whitwick Park, North Street, Whitwick, LE67 5HB**

Whitwick Park Hall is a community facility operated by Whitwick Parish Council as charity trustees, which we hope will be valued by and of benefit to our community.

### **Terms and Conditions of Hire:**

Please read these Terms and Conditions of hire **before** making your booking - by signing the booking confirmation form you will be agreeing to abide by them. **If there are any aspects you don't understand please check with us first.**

You must be at least 18 years of age to hire the hall. If the event is to involve under 18s, you must undertake that they will be supervised by a responsible adult.

### **1. Booking, Fees and Payments**

**1.1 Bookings** are made by contacting the **Community Office** who will advise on availability of the premises. The Hall may be booked for single or multiple lettings.

**1.2 Fees** are charged by the hour subject to a minimum hiring of 2 hours. The hire period must include your set-up and clear-up times. The fees charged will be those in force at the time of booking. Bookings taking place on a Bank Holiday will be charged at double the standard rate.

A regular hirer may have access to the office (if available) without charge, a casual hirer may book the office for a £5 supplementary charge for the duration of their booking. The office may be independently booked by a hirer for the same hourly rate as the hall.

**1.3 Deposits** - Bookings are secured by payment of a deposit of **£20**. Deposits are refundable subject to condition 1.5 and 1.7 below. If the Hall and/or grounds are left in an unsatisfactory state arising out of your use, or if there is loss or damage, the booking deposit will be forfeit. In extreme cases any additional costs for cleaning, repairs or loss replacement may be recharged to you.

**1.4 Full payment** for the Hire must be made 28 days before the event or the booking will be cancelled. Bookings less than 28 days before the event will be subject to a **£5** late booking fee and will require full payment at the time of booking. Regular on-going bookings can be paid for on a monthly basis in advance; although the same cancellation conditions apply as per 1.5 below.

**1.5 Cancellation** - you may cancel your bookings by giving at least 14 days' notice, though if notice is given within 28 days of the event this will incur a charge of 50% of the hire charge. Notice of less than 14 days will incur the full charge unless another hirer books the same session.

In the event that the hall is required for a shelter as a result of a civil emergency or upon the death of a Monarch the hirer shall be entitled to a refund of any deposit already paid, but the Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages.

**1.6 Opening and closing** of the premises will be undertaken by the Council's Caretaker. All bookings must end by 9.00pm

**1.7 Facilities** included in the hire are the hall, tables and chairs, kitchen and equipment. The kitchen is fitted with a water boiler for hot drinks and some crockery is provided. You also have use of the car park (though this is not exclusive) and access to all public facilities within the Park during opening times.

1.8 The **maximum capacity** of the premises is no more than 75 people standing or 40 people seated in a 'cafe style' or 60 people 'theatre style'.

1.9 **Access for all** - there is access for wheelchair users and a designated lavatory. Assistance dogs are welcome in the Hall.

## **2. Hirer's responsibilities**

2.1 You agree to indemnify the Parish Council against any actions, costs or claims arising out of your use of the Hall. You must ensure that you have any necessary licences or insurance appropriate to your use of the premises. For those hirers who use the building for business purposes or on a regular basis, we will ask to see evidence of your public liability insurance and appropriate qualification certificates. The Parish Council, as charity trustee, holds a Performing Rights Society/Phonographic Performance Licence (PRS/PPL).

2.2 You must take reasonable precautions to ensure that your use of the premises is carried out in a responsible way. The Parish Council's health and safety policies are available on the website or on request.

2.3 You will be responsible for any **damage or loss** to the Hall and grounds arising out of your use during the hire period, and for the Hall and grounds being left in a reasonably clean condition. Please report any damage or breakages.

2.4 No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any equipment used must be returned to its proper storage space after use.

2.5 Any **rubbish** must be taken away and not left within the premises.

2.6 Please do not attach anything to the **walls** i.e. no pins, adhesive tape, blu-tac etc

2.7 No **fireworks** or other incendiaries/inflammables (e.g. liquid gas) are allowed within the premises with the exception of candles on a birthday cake.

2.8 No **smoking/or vaping** is allowed anywhere within the premises

2.9 **No illegal drugs or weapons may be brought onto the premises.**

2.10 While you can consume your own **alcohol** brought onto the premises with prior permission, sale of alcohol is strictly forbidden as the premises are not licensed for this purpose.

2.11 No **animals or birds** (except assistance dogs) are allowed on the premises without prior approval

2.12 No **Confetti or party sprinkles** are to be used on the premises.

2.13 **No bouncy castles to be erected inside or outside of the premises**

2.14 There will be a penalty for late departure, this will result in the booking deposit being forfeited. **The times stated on your booking form must be adhered to.**

### **3. Necessary Legal Stuff**

3.1 You must nominate a 'competent person' to take charge in case of **Fire** who will be responsible for ensuring that everyone in the Hall can escape unimpeded through the Fire Exits and assemble in the car park or other nominated assembly area. 'Competent persons' must make themselves familiar with the location of the fire extinguishers and the instructions for use, emergency exits and of the importance of fire doors. They must inform all those using the Hall of the position of the emergency exits and familiarise themselves with the displayed instructions on what to do in case of fire. Improper use of the fire extinguishers will result in the automatic loss of the deposit. Fire doors **MUST** remain unobstructed during **your hire**. There is no telephone connection so you need to bring a mobile phone in case of emergencies.

3.2 **Health and Safety** you are responsible for the health and safety of your group and all risk assessments associated with your activity and all of your undertakings, especially any employees you may bring onto site if any.

3.3 Any **electrical equipment** brought into the Hall premises during your hiring (e.g. music players, disco equipment, extension leads etc.) must be PAT Certified.

3.4 **Food safety** - Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Parish Council is not responsible for any food brought into the Hall.

3.5 **Child Protection/Vulnerable Adults** - It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. Hirers are responsible for the observance of the law regarding child protection; in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups must be signed and returned with the booking form.

3.6 No responsibility whatsoever can be taken for any '**personal**' items left on the premises or any damage caused by them to the premises or any misuse of them by others.

3.7 No **apparatus or equipment** of any description can be left on the premises without the prior consent of the Management Committee.

3.8 Any **accidents** should be reported to the Caretaker at the end of your hiring and an Accident Report Form completed. A first aid kit is available in the kitchen.

3.9 The Council reserves the **right to cancel** any booking by giving notice in writing and returning the hiring charge and deposit in emergencies (e.g. should the premises or access to them be unsafe) or should the purpose of the hiring be in any way improper or unauthorised. The Parish Council shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

3.10 Should you not adhere to any of these conditions, the Parish Council reserves the right to cancel and/or refuse any future bookings

### **And finally**

Please:

- use the Hall responsibly and leave it as you would wish to find it
- be as quiet as possible to respect the neighbours when leaving the Hall, especially if it is late at night.

We thank you for your co-operation and hope that you enjoy the use of our Hall. If you have, please tell others; if you have not, please **tell us**.