

**MINUTES OF THE MEETING OF THE
BRACKLESHAM PARK/BARN COMMITTEE**

24 April 2018 at 10.30am at Bracklesham Barn

PRESENT:

Committee Members

Councillors: Cllr. T. Dixon
Cllr. T. Glithero
Cllr. D. Parker
Cllr J. O'Sullivan
Cllr. S. Main

IN ATTENDANCE:

Mrs. S Tate (Parish Clerk)
Ms. L Kennard (Administrator)

- 18.18 The minutes of the meeting held on 21 February 2018 were confirmed as a correct record and signed by the Chairman.
- 18.19 The Committee received a copy of the Bracklesham Barn financial statement.
- 18.20 The Committee considered the request from the former Clerk for discretionary use of the Barn for a family wedding on 22nd June 2019.

The committee agreed that in recognition of the long service of the former Clerk and her vital role in building and establishing the Barn, they would like to offer her free use of the barn for the wedding ceremony only. Any additional hours or usage would be charged at the regular hirer rate.

A discussion followed about the council policy on future discretionary requests and agreed that there should be no concessions.

Proposed by Cllr O'Sullivan, Seconded by Cllr Glithero, the committee resolved that a policy be adopted of no concessions or discretions for staff or councillors. Cllr Main abstained from the vote.

Proposed by Cllr Glithero, seconded by Cllr. O'Sullivan, the committee resolved that the current policy of offering a 20% discount for registered local charities, dependent upon the Barn being left in a clean and tidy condition would remain in place.

- 18.21 The Clerk advised that the Park Run organisers had requested a meeting to discuss progress. The committee agreed that in the meantime, an agreement for use of the park for the Park Run would be drawn up, based upon the same terms and conditions against damage to the ground as those proposed for the funfair in August.
- 18.22 The committee agreed that they preferred signage variant 2, subject to the addition of prohibitions of Fireworks and Golf Balls. The Clerk advised that the sign should also include wording that the ground was provided by right of the Parish Council for public use. The Clerk will now go ahead and get proofs of the new signs prepared for approval.
- 18.23 The committee reviewed current Terms and Conditions, Hiring Agreements and Fees. The committee agreed that the T's & C's should be sent to regular hirers each year for re-signing. From May 2018, regular hirers will be invoiced in advance of their monthly bookings, not in arrears as at present.

The regular hirers agreement is to be updated to include conditions that copies of keys will not be made and that only registered users can hold and use keys.

The locks for the front door are to be changed, and new keys will only be issued to regular hirers upon signing of new agreements

Proposed by Cllr Glithero, Seconded by Cllr Dixon, the committee resolved to change the pricing structure so that there were now only two rates: For-profit and Not-for-profit

The committee requested that the Clerk review and combine hirers agreements into one standard document for committee approval. Wedding hire agreements and damage/security deposits are to be incorporated into this review.

- 18.24 The committee received an update on long-term debtors and measures taken to recover the outstanding monies. The committee agreed that letters would be sent to the remaining debtors requesting immediate settlement of their bills.

Any outstanding invoices after the end of May would result in immediate cancellation of all regular bookings and a refusal to re-issue new keys after the changing of the locks until all debts are settled.

- 18.25 Cllr Dixon updated the committee that the Pantomime organizer, Paul Hills was currently out of the country and had not yet confirmed if the Pantomime would go ahead in 2018.

The committee requested that the Clerk write to Paul Hills that he must advise us by the end of June 2018 if the Pantomime is going ahead so that sufficient notice can be given to regular hirers, and advising him that the Pantomime will have to pay £265/day for the period of time that they use the Barn complex for the show.

The committee suggested that the Pantomime be advised to contact the Girl Guides regarding the possibility of hiring the new facility at Downview for rehearsals, as the Barn is now too busy to accommodate regular rehearsals.

- 18.26 Cllr Dixon requested that the Clerk seek quotes for the following works, which had been agreed with Karen Dower at Chichester District Council, to be funded via S106 contributions:

- Installation of 4 x additional speakers in main hall
- Removal of 'Wing' side walls
- Relocation of Sound control board to wall beyond electrical cupboard
- Purchase of a new DVD player
- Purchase of a new projector
- New Stage curtain to cover whole stage
- Replacement of flooring in community room with laminate

Cllr Glithero advised that she had received one quote for the replacement flooring, but that two more needed to be sought.

- 18.27 The committee agreed that a full review of all pitch hire fees and changing facilities was required, which incorporated both Bracklesham Park and Downview. This would need to be undertaken later in the year. Until then, the committee agreed that a flat rate of £25.00 per session (am or pm) should be charged for use of the pitch only.

- 18.28 The committee agreed that the Selsey Amateur Choral and Operatic Society be offered the hire of the Barn complex for their show for the period Saturday 20th April 2019 to Sunday 28th April 2019 at the rate of £265/day.

- 18.29 The committee agreed that the current Barn website needed some tidying up to make it more user-friendly, but it was still essentially fit-for-purpose. A small allocation had been made in the overall Parish council budget to update the Council website, but no specific allocation had been made for the Barn.

The committee agreed that the Parish council should go ahead with a free three month trial of the Hallmaster booking management system, with a view to subscribing at £180 per year if the trial proved a success. This should be integrated into the current website to allow for on-line viewing of hall availability and provisional bookings by the public.

- 18.30 The Clerk gave an update on the state of the current CCTV system. Of the 16 cameras, four were now permanently out of action, whilst a significant number of the remaining cameras had seized and were no longer able to be moved.

The company who had originally installed and maintained the cameras had not responded to repeated requests for a quotation to repair the system, which was currently not subject to an annual maintenance contract.

A local contractor had viewed the system and stated that the cameras were so old and dilapidated the system was beyond repair. They had quoted for complete replacement with a new, upgraded system, including internal as well as external cameras and the ability to remotely log in to the system via a computer or mobile phone.

The committee agreed that the current system was no longer fit for purpose and instructed the Clerk to seek two additional quotes, with a view to replacing the whole system.

- 18.31 The Clerk and Administrator spoke to the committee at length about the issues caused by the current staffing and management arrangements for the Barn.

The lack of a sustained presence in the building is exacerbating the problems with long-term debtors, as regular hirers are not having day-to-day contact with staff, and are not being regularly challenged face-to face about outstanding invoices.

Finally, the current arrangements do not allow for sufficient back-up or cover in the event of illness, injury or holidays. The caretaker frequently undertakes potentially hazardous work in the building alone, which is an unacceptable risk. There are also unacceptable levels of risk in the continuity of cover for the Barn in the event of the caretaker being on holiday or ill, with no formal back-up arrangements in place.

The clerk requested that the committee consider moving to a commercial contract cleaner to cover the day to day cleaning duties at the barn which would ensure some basic continuity of services and the committee agreed to seek quotes for this work.

The clerk recommended moving the Parish Office to the Barn as a matter of urgency to provide a regular staff presence, adding that if necessary this could be accommodated in the short-term by using half of the community room whilst appropriate alterations were made to the building to incorporate a permanent office space. The community room currently earns less than £3,700 a year in income, whilst the current Parish Office costs over £7,000 per year to run, so this would represent an immediate cost-saving to the Council.

The committee agreed to look into providing a card payment machine in order to discourage cash and cheque payments ahead of the closure of Lloyds Bank in October 2018.

Signed _____ Chairman Date _____