

## MINUTES OF THE RECREATION COMMITTEE

### MEETING HELD ON THURSDAY 21 MAY 2009

Present: Cllr F Partridge - Chairman

Cllrs: L Emo, B Garvie, L Moores, P Moores, N Tucker

In attendance: Cllrs J Blatchford, J Bryson, L Deely, H Partridge

Mrs M Roberts -Deputy Town Clerk.

R/16/09

#### Election of Chair

The outgoing Chairman invited nominations

Cllr F Partridge was proposed (Cllr B Garvie) and seconded (Cllr L Moores)

**Resolved: That Cllr F Partridge be elected as Chairman of the Recreation Committee for the ensuing year**

R/17/09

#### Election of Vice Chairman

Cllr F Partridge, the Chairman invited nominations for Vice Chairman

Cllr N Tucker was proposed (Cllr P Moores) and seconded (Cllr L Emo)

**Resolved: That Cllr N Tucker be elected as Vice Chairman of the Recreation Committee for the ensuing year**

R/18/09

#### To receive and accept apologies for absence

There were none

R/19/09

#### To receive members declarations of interest

There were none

R/20/09

#### Electors Questions/Observations

There were none present

R/21/09

#### Minutes

- (i) **To consider and approve the minutes of the Recreation Committee meeting held on 9 April 2009**

**Resolved: That the minutes are a true and accurate record and they should be signed by the Chairman**

- (ii) **Report by Deputy Town Clerk on matters arising from the minutes**

R/15/09 – The owners of the land at Morwenna Terrace had been individually contacted to let them know that BSTC were not able to move ahead with the purchase of any portions of the land. The Deputy Town Clerk also asked the Bude & Stratton Post to publish a small article to explain this.

R/11/09 The tarmacing of Bencoolen Play area is not completed

R/22/09

#### Consideration of letter from the Inner Wheel Club regarding The Parkhouse Centre main kitchen

The Deputy Town Clerk read to the Committee the letter dated 30.4.09 from the secretary of the Inner Wheel Club to the committee

**Resolved: That the contents of the letter be noted and serious consideration be given at the next budget meeting to the purchase of an industrial/commercial dishwasher**

**R/23/09**      **Consideration of offer to donate painting for The Parkhouse Centre by Alan Merchant-White**  
**Resolved: To thank Mr Merchant-White for his kind offer but not to accept the painting**

**R/24/09**      **The Parkhouse Centre – consideration of amendments to booking terms and conditions**  
The Committee considered proposed amendments to the booking terms  
**Resolved: That Appendix 1, which is formed from the Committee’s amendments, be adopted as the new booking conditions for The Parkhouse Centre.**

**R/25/09**      **Discussion regarding future arrangements for outdoor staff/plant/vehicles.**

The Cmmittee had a general discussion about continuing to rent units as a base for the outdoor staff , plant and vehicles versus the possibility of acquiring land for this purpose

**Recommended: That the Recreation Committee urge the Finance, Staffing and General Purposes Committee to look at the viability of purchasing land by means of a Public Works Loan Board loan to facilitate the relocation of the plant and vehicles used by the outdoor staff**

The Chairman closed the meeting at 8.30 pm

Signed.....Date.....

## APPENDIX 1

### **BUDE-STRATTON TOWN COUNCIL PARKHOUSE HALL/CENTRE CONDITIONS OF HIRE**

The Parkhouse Centre has a strict 'No Smoking' policy. Smoking is prohibited throughout the building including the entrance porches.

The Parkhouse Centre has a 'No Animals' except guide dogs policy

#### **Bookings**

1. The Council reserves the right to cancel a booking at any time, should circumstances demand. In event of this happening, the Council will accept no liability for any subsequent loss to the hirer.
2. Rooms must be booked in advance and a booking form must be completed and received prior to the booking date.
3. The person taking responsibility for the hire of Hall/rooms for under 18 parties and events must be 25 or over. Any activities involving under 18,s must have at least 2 adults present throughout the event
4. Hire of the Hall Kitchen – Part use constitutes use of facilities in the kitchen except the cooker and ban-marie. Full use constitutes use of all facilities in the kitchen.

#### **Session Times**

5. All activities must cease at the end of each given session time.
6. Theatre Lighting may only be used if a qualified operator is engaged(at their own cost) by the hirer:-

One approved by BSTC is Mr A Dinner Tel:-01288 359665.

7. Hirers must nominate at least two people to act as safety stewards who must make themselves fully acquainted with the various fire appliances and safety exits.
8. Hirers using the hall for theatre use must ensure that all scenery, decorations, drapery, curtains and similar hangings on or about the stage shall be rendered and maintained flame-resisting.

#### **Loss/Damage/Insurance**

9. The hirer shall be, for the hire period, responsible for all damage to or loss from the Hall/Rooms booked for parties and events including the contents owned by the Council. A **£100.00 cash deposit** is required for these bookings
10. Hirers are reminded of their responsibility for arranging adequate Public Liability Insurance if required.
11. The Council does not accept and liability for loss of or damage to property owned by, in the custody or in the control of the hirer, however so caused. Property is left in the Parkhouse Centre at the hirer's risk.
12. The use of kettles, heaters or other such portable electrical appliances in the Hall/rooms is strictly prohibited, any other portable appliances eg lamps must have a valid PAT label, the Council will not be held liable for any accident involving such an appliance, nor for any damage caused to the electrical wiring or fuses in the building which may be attributed to the use of such appliances. Any such damage shall be charged to the hirer.
13. Hirers are not permitted to put up posters etc, on the walls using blutac, sellotape or the equivalent.
14. Hirers of the kitchen must be aware of food hygiene/cross contamination issues. A copy of the SFBB folder can be found in the main hall kitchen and hirers are advised to read/use this where appropriate.
15. A charge shall be made for any damage/breakages/loss to Council property.

#### **Cleanliness**

16. The hirer must leave the building as clean and tidy as it is found; all relevant items returned to the kitchen. An additional charge will be made for any unreasonable cleaning required.

#### **Alcohol/Bar Facility**

17. No alcohol shall be consumed on the premises without the consent of an officer of the Council.

A bar facility is available in the Ivor Potter Hall with the prior consent of an officer of the Council. No alcohol is permitted at an under 18's functions. For all relevant information regarding booking the bar please call the Bude Stratton Town Council offices – 01288 353576

### **Sub Letting**

18. Sub letting any of the rooms at the Parkhouse Centre is strictly forbidden.

### **Nuisance**

19. Any noise or disturbance that is considered to constitute a nuisance to neighbours or other users is strictly forbidden. In event of this continuing after an official warning has been given the hirer will be asked to vacate the building.

### **Setting up and Caretaking**

20. The standard setup for the hall is empty of tables and chairs; for rooms 1,4 & 5 - 8 small tables and 40 chairs; for 2/3 - 12 small tables & 60 chairs; for the committee room - 3 small tables and 12 chairs. If any other arrangement is required a setting up charge will be made. If hirers wish to remove items from the standard setting of the room this may be done under the supervision of the caretaker. If the hirers lay out the room themselves the room must be returned to its 'as found' state at the end of the session, if not a setup charge will be made. No alterations to the setup of the hall by hirers is permitted.

21. The Caretaker is only required to be on the premises for the first 30mins of each session.

### **Annual Closure**

22. The Parkhouse Hall & Centre are closed from lunchtime Christmas Eve until 2<sup>nd</sup> January each year.

**The Council reserves the right to refuse any bookings if any of these conditions are not observed. The Town Clerk's decision is final.**