

Agenda item 6 – CHC Update

1. CHC formal meeting 1st Nov 23 to agree 2024/25 budget

- See attached meeting report.
- Hiring charges reviewed and decision made to increase by £1 an hour – see attached paper.
- We agreed to not charge the Parish Council for use of the hall.
- For each cost code the 2022 actuals, 2023 actuals and forecast figure were considered to agree the 2024/25 budget. The agreed figures are in scribe and annotated with our reasoning.
- Reserves – in addition to holding a reasonable operational reserve we have two potential projects requiring substantial expenditure. To reduce our carbon footprint by increasing our solar panels and installing battery storage is likely to cost in the region of £15k, investigations are ongoing. To create a brick and tile extension and bring the toilets in line with current standards is likely to cost approx. £50k. Therefore we are keen to continue to build our reserves.
- Summary:

CH Cost Centre	Reserve at 1/4/23	2023/24 Receipts Actual + Forecast	2023/24 Payments Actual + Forecast	Projected Reserve at 1/4/24	2024/25 Budget Receipts	2024/25 Budget Payments
Operation & Maintenance	£19,241	£12,504	£6,496	£25,249	£12,739	£12,627
Improvement & Development	£4,431	£0	£419	£4,011	£0	£4,011

2. Operational matters

- **Cleaner** – Marie Head has been our cleaner since the beginning of September 2021, she does an excellent job and hirers frequently comment on how clean and fresh the hall is. We have paid her £12.50 an hour for these two years. Considering inflation and known rates of pay for other cleaners we agreed in our formal meeting to increase her rate to £13.50 an hour wef 1/12/2023. We have sufficient budget agreed in this cost code to cover this to the end of the financial year.
- **Discounted Charging** – None
- **Race night** – another very successful evening, great feedback received from attendees and £343 profit made
- **Fire alarm & emergency lighting system** – 6 monthly service completed in September
- **PAT testing** – annual test completed in November

3. Planned Events

- November 18th Yare Folk Music evening
- January 19th Andy Guy talk
- February 10th Annual cheese and wine quiz
- March 15th Gloucester shipwreck talk

STRUMPSHAW
PARISH
COUNCIL

Community Hall Committee Formal Meeting Report 01/11/23

Committee members present: Mark Hopkins (MH), Sarah Cartwright (SJC), Tina McAulay (TMc), Lynda Hunt (LH), Bob Hunt (BH), & Rod McBride (RM)

	Action
1. Apologies for absence - Sophie West (SW)	
2. Declarations of interest - none	
3. To approve as accurate the minutes of the last formal meeting of the Community Hall Committee (15/5/23) – agreed – signed copy will be passed to Tanya.	SJC
4. Agree 2024/25 financial year budget – <ul style="list-style-type: none"> • We agreed to increase hire charges by £1 an hour for regular and ad hoc hirers. Sarah to update scribe fees and let hirers know. • We agreed to allow the PC to use the hall for no charge. • We agreed the budgets that are now in Scribe. • We agreed to continue to investigate investment in more solar panels and battery storage despite a potential cost of approx. £12k as payback would be approx. 10 years. We will investigate potential grants to fund too. BH to work to get PC recognised as owner of existing panels so we can claim payment for electricity we export too. 	SJC BH
5. Safeguarding <ul style="list-style-type: none"> • No issues have been recorded. No actions needed; we may explore refresher training in 2024. 	
6. CHC organised Events - Yare Folk music night on 18th Nov <ul style="list-style-type: none"> • Bob & Lynda to liaise with Les to create advertising material, and agree both parties will advertise. • Bob & Lynda sell tickets, and to agree with Les that they will sell too. • Bob & Lynda to liaise with Les re him wanting to keep half ticket money, we'll keep all bar takings. • Maximum 50 tickets at £2 each, bought in advance for cash. • Doors open 6.30, music starts at 7pm. • We'll put peanuts on the tables rather than selling nibbles. • Sarah to apply for TEN licence. • Mark to review drinks we have and buy more as necessary. 	BH/LH BH/LH BH/LH SJC MH
7. Outstanding actions & AOB <ul style="list-style-type: none"> • Defib maintenance – Tina will train Sophie • Cleaning gutters • Buy outdoor ladder and create way of locking securely in shed • Buy tool box for hall (to be kept in store cupboard) • Buy small set of indoor steps (to be kept beside Tina's cupboard) • Put up Christmas bunting 1st Dec • Bob to organise PAT testing – if James can't do we'll need to get 3 quotes • Lynda to let BADCOG in and resolve alarm fob issue • Lynda to advertise hall for adhoc hires on FB etc • All to consider car park lighting needs after dark to enable us to decide if we need to improve • Paint work in hall – touch ups needed • laminated instructions in store cupboard – haven't been put up again since the hall was painted • Clean windows and surrounds 	TM/SW RM/BH BH BH TM TM/SJC BH LH LH All

STRUMPSHAW PARISH COUNCIL

Community Hall Committee Meeting 1 November 2023

Agenda item 4 - Hire pricing and deposit



1. Objective:

To review the pricing and deposit structure for the hire of Strumpshaw Community Hall (“the Hall”)

2. Background:

- The “English Village and Community Hall Survey Report” published by ACRE in July 2020 found that 59% of village and community halls reviewed hire and deposit charges on an annual basis and that is felt to be good practice.
- The recommendation from local village halls is to review hire charges annually, and our last price rise was April 2023. The current hire rate is £15 per hour with a discount given to £13 per hour where there are block bookings and payment in advance.
- CPI is currently 6.7%

3. Pricing Considerations:

- The Hall is an outstanding facility and is acknowledged as such by users. The CHC seek to achieve a fair and reasonable pricing structure that achieves:
 - hire charges at the right level to ensure all necessary works can be carried out to develop and maintain this asset and cover the cost of increasing utility charges.
 - continuance of the excellent quality of hirer and high level of usage.
 - The CHC does not want to set the hire charge at a level that deters existing and prospective hirers. This is especially important as the rate of inflation has risen significantly over the past two years.
- One of the key factors in that is to compare pricing with similar local facilities. Most local village and community halls adopt variable pricing. This often relates to whether the hirer is “local” to the hall or as to time of hire. In addition, there are discounts for regular hiring similar to those the CHC have introduced at the Hall.
- For the broad equivalent of our published hourly charge for “ad- hoc hires” in a main hall, a large number of venues charge at least £15 per hour. It is worth noting that those halls nearest Strumpshaw geographically have increased hourly rates significantly since the last CHC review e.g Lingwood (day-£18 from £14; evening -£20 from £15); Margaret Harker Hall (£20 from £15 winter rate)
- In addition, some halls charge extra for use of the projector facilities e.g. Reedham £5; Hethersett £3
- Norfolk examples of hourly charges are: -
 - £14 - Brundall Memorial Hall (day)
 - £15 - Brooke (day); South Walsham (2022 rate); Great Witchingham; Brundall Memorial Hall (evening); Hethersett (day)
 - £16 – Lyng; Thornham Village; Hethersett (evening)
 - £16.50 – Reedham
 - £ 17 – Hethersett (weekend day)
 - £18 Lingwood
 - £20 - Little Melton, Lingwood (evenings); Margaret Harker Hall (winter rate); Bawdeswell ; Brooke (evening);
 - £22 – Hethersett (weekend eve)
 - £24 - Margaret Harker Hall (Saturday evening hire)

4. Recommendations:

That with effect from 1 April 2024, the start of the Parish Council’s financial year, the hiring charges are changed to:

- £ 16 per hour for one off events with a £50 returnable deposit
- £ 14 per hour for regular bookings (booking of six sessions in a year and advanced payment of four sessions.)

b. That the charge for equipment storage remains at £13 per quarter

c. That a further review is conducted each year to ensure the hire pricing and deposit structure is appropriate to meet the aims and objectives of the CHC.