



YAXLEY PARISH COUNCIL

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To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held on **Tuesday 21st June 2022 at 7.00pm in the Council Chambers, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU followed by a meeting of the Personnel Committee.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

14th June 2022

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR1. ELECTION OF CHAIRMAN**
To elect a Chairman for the Committee for the ensuing Municipal Year.
- PR2. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR3. ELECTION OF VICE CHAIRMAN**
- PR4. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR5. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on 22nd March 2022 - attached.
- PR6. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR7. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting – report by the Clerk – attached.
- PR8. USE OF BUILDINGS BY REGULAR HIRERS**
To note a schedule of weekly regular hirers of the Council's halls – attached.

PR9. FEES AND CHARGES

To review the fees and charges for use of the Councils facilities (report attached).

PR10. REVIEW OF STANDING COMMITTEES

To discuss the future of the Committee within the Councils Committee Structure.

PR11. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PR12. STORAGE ROOM EXTENSION QUEENS PARK HALL

To agree the tender pack for the build - attached.

PR13. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – RE-ADMITTANCE OF PRESS AND PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 8.00pm

**Minutes of the Meeting of the Property Committee held in Queens Park Hall,
Daimler Avenue, Yaxley on 22nd March 2022 at 7.00pm.**

Present:- Councillor M Oliver – Chairman;

Councillors D Chapman, B Doncaster, K Gulson and S Sanderson.

In attendance – H Taylor.

PR25. APOLOGIES

An apology for absence from the meeting was received and accepted on behalf of Councillors R Butcher, D Hitchcock and G Needham.

PR26. DECLARATION OF INTERESTS

No declarations were received.

PR27. MINUTES

Councillor K Gulson proposed approval of the Minutes of the Committee held on 16th November 2021. This was seconded by Councillor B Doncaster and **RESOLVED** unanimously.

PR28. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR29. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted the repairs and maintenance carried out on the facilities since the last meeting, along with that planned.

Particular attention was drawn to the work done to create a new loft hatch in the Owen Pooley Corridor and work to the roof. Members were advised that the work had revealed that there was no insulation in the roof space. In the discussions that ensued, Members requested the Clerk to investigate the options available to insulate the area without covering up the existing pipework.

The Clerk referred to the difficulties of getting companies to quote for work, firms appear reluctant to do the work. The Clerk would look at the Council's Contractor's list and explore ways of expanding it.

PR30. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor K Gulson, seconded by Councillor R Doncaster and unanimously **RESOLVED** that the meeting should be closed to the public and press at 7.25pm.

PR31. SECONDARY GLAZING OWEN POOLEY HALL

With the assistance of a report by the Clerk (a copy of which has been appended in the Annex to the Minute Book), consideration was given to information gathered relating to the proposal to install secondary glazing for the Owen Pooley Hall. Members were given expected costs for the smaller windows and were advised that they would require decorating internally before any secondary units were fitted. If the secondary glazing was to go ahead some thought would need to be given to the problem of condensation and as to whether the larger window overlooking the entrance to the car park can have a unit installed. Whereupon, it was proposed by Councillor M Oliver, seconded by Councillor D Chapman and unanimously **RESOLVED** that arrangements be made to have the internal windows decorated and once completed the possible installation of secondary glazing units be considered further.

PR32. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor R Doncaster and seconded by Councillor D Chapman that the press and public should be readmitted to the meeting.

Meeting closed at 7.35pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 21st JUNE 2022

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

Since the last meeting a considerable amount of time and work has been spent improving the plumbing to the toilets to the Austin Hall and Owen Pooley corridor. This work has included replacing the urinal waste, drainage pipes, solenoid, valves and pipework in the gents. A new cistern for the female cubicle and new taps in the sink of the Owen Pooley girls toilet. There is still signs of a damp area on the female cubicle, the cistern is showing signs of condensation inside the lid and the next step will be to lift the cistern from the wall.

The improvements identified in the Fire Alarm testing report have been done, with new emergency lighting in the toilet area and corridor of the Austin Hall.

A new fire alarm box has been fitted at Queens Park as the old one became too muffled to hear.

The Annual legionnaires testing has been completed by an external company.

DAMAGE TO QUEENS PARK HALL

Two sections of wall of Queens Park Hall have been rebuilt following an accident involving a car hitting the building. The cost of the work has been covered by the Parish Council's insurance. The internal making good will be undertaken as part of the decoration work approved by Full Council at their May meeting.

PLANNED WORK

The Owen Pooley Hall window frames internally will be repainted in August as will the ceilings of the changing rooms at Queens Park. Quotes are being sourced to replace the flooring in the kitchen and toilets off the Austin Hall.

RECOMMENDATION

- That the report be received and the contents noted.

Helen Taylor Clerk to Yaxley Parish Council

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Regular Hall Hirers - June 2022

PR8

	Queens Park	Austin Hall	Owen Pooley
Monday	<ul style="list-style-type: none"> • FOC Monday Morning Coffee Club 10am – 12pm • NEW Yaxley Stay and Play 12.45pm – 2.45pm 	<ul style="list-style-type: none"> • Slimming World 4pm – 8.30pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm
Tuesday	<ul style="list-style-type: none"> • NEW Reed Wellbeing Diabetes Prevention Programme 9am – 11am (Once a month) • Yaxley Health Visitors 12.30pm – 3pm 	<ul style="list-style-type: none"> • FOC Age Well Club 9am – 12pm • FOC Welcome Club 1pm – 3.45pm • NEW Torikai Martial Arts 6.30pm – 8.30pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm
Wednesday		<ul style="list-style-type: none"> • Zumba 7.15pm – 8.45pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm
Thursday	<ul style="list-style-type: none"> • Yaxley Parent and Toddlers 9am – 11am • NEW Yaxley WI 1.30pm – 4.30pm (Once a month) 		<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm
Friday	<ul style="list-style-type: none"> • Jo Jingles 9am – 12.45pm 	<ul style="list-style-type: none"> • NEW Zumba Toning 6.15pm – 7.45pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm
Saturday		<ul style="list-style-type: none"> • Dogs Trust 8.30am – 12.30pm 	<ul style="list-style-type: none"> • FOC Pit-Stop 9am – 1pm (Once a month)
Sunday	<ul style="list-style-type: none"> • Dayspring Christian Centre 9.10am – 12.10pm 		

COMING SOON

- Reed Wellbeing's second clinic will begin on Wednesday 6th July 2022 at Queens Park from 9am – 12.30pm. The first four sessions are fortnightly, followed by nine monthly clinics.

NEW - the booking has started since the last regular hall hirer update in July 2021.

FOC – free of charge booking.

YAXLEY PARISH COUNCIL – PROPERTY COMMITTEE

DATE: 21st June 2022

SUBJECT: REVIEW OF FEES AND CHARGES FOR USE OF THE COUNCIL’S BUILDINGS.

PURPOSE OF REPORT

To provide information to Members to enable them to review the hire charge for the halls.

BACKGROUND

The Internal Auditor would expect the Council to review its fees annually, even if it results in the pricing remaining the same. The hourly rate for the main halls (Austin, Owen and Queens Park) was increased on 1st February 2022 by a £1.00. Prior to this there was an increase on 1st January 2019 for the Owen Pooley and Austin Hall rates were increased by a £1.00 a hour at weekends and 50p during the week, there was no increase in 2020 or 2021.

CURRENT RATES/PROPOSED RATES

All the halls are now back up and running and a review of the fees is required. The proposed rates below reflect the increased energy costs, maintenance and staffing costs. Comparisons have been made with Huntingdon Town Council facilities, CSK Church, Hampton and St Bs and the Parish Councils facilities are very reasonable. It is suggested that the Austin Hall be increased by £2.00 (given its size, popularity and costs to hire similar halls) and the other facilities £1.00:

Facility	Current Rate 1st Feb 22	Proposed Rate 1st Jan 23
Pavilion - Monday to Friday	£8.00 per hour	£8.00 per hour
Pavilion – Saturday & Sunday	£9.00 per hour	£9.00 per hour
Pavilion deposit for Party Hire	£120.00	£120.00
Owen Pooley Hall Monday to Friday	£15.00	£16.00 per hour
Owen Pooley day rate Monday to Friday	£110	See note below
Owen Pooley Saturday and Sunday	£17.50	£18.50 per hour
Owen Pooley day rate Saturday and Sunday	£122.00	See note
Owen Pooley hall hire after 10.00pm	£30.00 per hour	£31.00 per hour
Owen Pooley Hall deposit for party hire	£120.00	£120.00
Austin Hall – Monday to Friday	£17.50	£19.50 per hour
Austin Hall day rate Monday to Friday	£125.00	See note
Austin Hall day rate Saturday and Sunday	£154.00	See note
Austin Hall – Saturday and Sunday	£21.50	£23.50 per hour
Austin Hall hire after 10.00pm	£30.00 per hour	£32.00 per hour

Austin Hall deposit for party hire	£120.00	£120.00
Queens Park Hall – Monday to Friday	£16.50	£17.50 per hour
Queens Park Hall day rate Monday to Friday	£120.00	See note
Queens Park Hall – Saturday and Sunday £20.00		£21.00 per hour
Queens Park day rate Saturday and Sunday	£149.00	See note
Queens Park hire after 10.00pm	£30.00 per hour	£31.00 per hour
Queens Park Hall deposit for party hire	£120.00	£120.00
Caretaker late lock up fee (after 10.00pm)	£20.00	£20.00
Chambers	£10.00	£10.00 per hour

It was previously agreed by this Committee in February 2015 that Stretton Pre School be awarded a 20% discount on their weekday bookings. Up until July 2019, Stretton used both the Austin and Owen Pooley Hall but in the past three years have only used the Owen Pooley Hall and occasionally the Council Chambers for meetings. Discussions have been held with Stretton regarding hire rates and a verbal report will be given at the meeting. Stretton Pre School has an agreement that we give them 6 months notice of any increase in fees, therefore the proposed changes would take effect from 1st January 2023.

With regard to the day rate, it is suggested that rather than advertising a flat day rate that we move to one hour free for bookings of 8 or more hours. This would make it a lot easier to calculate.

The Clerk also has discretionary powers to award a 5% discount for regular charitable weekend users of the halls, e.g the dogs trust who hire the Austin Hall every Saturday.

Our regular Monday hirer (Slimming World) requires the hall on 50 weeks of the year and this results in the hall being opened on a Bank Holiday, as there is no Bank Holiday rate it is suggested that bank holidays be charged as a weekend rate. It should be noted that the facilities are only available on a Bank Holiday to regular weekly hirers.

The Austin Hall being the largest hall is the most sought after for weekend and evening hirers and Slimming World relocated from Queens Park to the Austin Hall in March. Queens Park is used for the WI meetings, toddler groups, baby development sessions, diabetic clinics and a local church group.

RECOMMENDATION

- That the report is received and the content noted;
- That the proposed rates as shown in the table above be introduced from 1st January 2023 and be reviewed again in twelve months;
- That bookings of eight hours or more be given an hour usage free and the fixed day rate for the facilities be abolished;
- That discount awarded to Stretton Pre School be reviewed;
- That bank holiday hall hire be charged as a weekend rate;
- That the Clerk uses her discretion to award a 5%, on the hourly rates, for regular weekend users of the hall where she sees fit.

Helen Taylor - Clerk to Yaxley Parish Council