



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

Tele/Fax 01733 241958

Email: clerk@yaxleypc.org.uk Website: www.yaxleypc.org

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 4th July 2023 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

27th June 2023

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 28th March 2023 - 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.

ELECTRICITY AND GAS RATES

To receive a verbal update from the Clerk regarding the Council's renewal offers from the energy suppliers.

PR10.

FEES AND CHARGES

To review the fees and charges for use of the Council's facilities (report attached).

Cut off time for the meeting is 8.00pm

**Minutes of the Meeting of the Property Committee held in the Council Chambers,
Main Street, Yaxley on 28th March 2023 at 7.00pm.**

Present:- Councillor M Oliver – Chairman.

Councillors: R Butcher, R Doncaster, K Gulson, A Minns and D Porteous.

In attendance – Councillor A Wood and Mrs H Taylor – Clerk.

PR37. APOLOGIES

An apology for absence was received and accepted from Councillor D Chapman.

PR38. DECLARATION OF INTERESTS

No declarations were received.

PR39. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 15th November 2022. This was seconded by Councillor K Gulson and **RESOLVED** unanimously.

PR40. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR41. REPAIRS AND MAINTENANCE

By way of a verbal report by the Clerk, Members noted the repairs and maintenance carried out on the facilities since the last meeting, along with that planned. Having acknowledged that the noise reduction boards at Queens Park had improved the acoustics and were acting as an insulator, Members asked the Clerk to investigate installing nine more panels on the lower part of the ceiling.

Meeting closed at 7.15pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 4th JULY 2023

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 the annual legionnaires testing has been carried out. The hot water supply to the showers has been turned off whilst there is no football, and weekly flushing regimes have commenced. When its time to reinstate the units will be switched on and turned up to 70 degrees Celsius for 2 hours and system flushed with hot water. During the football season the cylinders will need to be heated every day to 60 degrees Celsius, with the increase in energy costs some thought needs to be given to energy saving measures and if necessary alternative hot water systems, Members input on this would be helpful.

After a spate of vandalism in the public toilets at the pavilion, push taps have been installed so that the taps cant be left on to flood the floor. These toilets have become problematic during school holidays with paper towels being left on the floor and the soap dispensers being emptied out over the toilets. This is something that will have to be monitored.

PLANNED WORK

Fixed wire testing is planned for early July for the Amenity Centre and Queens Park Hall as well as maintenance and if necessary the replacement of the urinal in the main toilet at Queens Park Hall.

RECOMMENDATION

- That the report be received and the contents noted.

Helen Taylor Clerk to Yaxley Parish Council

Regular Hall Hirers - June 2023

	Queens Park	Austin Hall	Owen Pooley	Chambers
Monday	<ul style="list-style-type: none"> • FOC Monday Morning Coffee Club 10am – 12pm April – September • Warm Hub 10am – 2pm October – March 	<ul style="list-style-type: none"> • NEW NHS Pulmonary Rehabilitation 8am – 3pm • Slimming World 4pm – 8.30pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm 	<ul style="list-style-type: none"> • NEW Stretton Pre School 9.30am – 1pm
Tuesday	<ul style="list-style-type: none"> • Reed Wellbeing Diabetes Prevention Programme 9.15am – 12.15pm (Twice 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 • Torikai Martial Arts 6.30pm – 8.30pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm • Stage Door 7.15pm – 9.15pm 	<ul style="list-style-type: none"> • NEW Stretton Pre School 8.30am – 2.30pm
Wednesday		<ul style="list-style-type: none"> • NEW Everyone Health – Falls Prevention 9.15am – 2.45pm • Zumba 7.15pm – 8.45pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm 	<ul style="list-style-type: none"> • NEW Stretton Pre School 9.30am – 1pm
Thursday	<ul style="list-style-type: none"> • Yaxley Parent and Toddlers 9am – 11am • Yaxley WI 1.30pm – 4.30pm (Once a month) • FOC Yaxley Camera Club 7pm – 9pm (Once a fortnight) 	<ul style="list-style-type: none"> • NEW NHS Pulmonary Rehabilitation 8am – 12pm • NEW Everyone Health – Falls Prevention 1pm – 5pm 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm 	<ul style="list-style-type: none"> • NEW Stretton Pre School 9.30am – 1pm

Friday	<ul style="list-style-type: none"> • Jo Jingles 9am – 12.45pm 	<ul style="list-style-type: none"> • Zumba Toning 6.15pm – 7.45pm (Once a month) 	<ul style="list-style-type: none"> • Stretton Pre School 8am – 3.30pm 	<ul style="list-style-type: none"> • NEW Stretton Pre School 8.30am – 2.30pm
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 			

ADDITIONAL INFORMATION

- In Health Intelligence – Diabetic Eye Screening.

The Diabetic Eye Screening van regularly uses the Amenity Centre car park as a base for patients to attend their appointments. Since the last regular hirer update in June 2022, the van has been on site on four occasions, the last being from the 15th May 2023 – 7th June 2023.

NEW - the booking has started since the last regular hall hirer update in June 2022.

FOC – free of charge booking.

YAXLEY PARISH COUNCIL – PROPERTY COMMITTEE

DATE: 4th JULY 2023

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 Owen Pooley and Queens Park hall was increased on 1st January 2023 by a £1.00 and the Austin Hall by £2.00. Prior to this the Owen Pooley and Austin Hall rates were increased by a £1.00 a hour at weekends and 50p during the week on 1st January 2019, there was no increase in 2020 or 2021.

CURRENT RATES/PROPOSED RATES

With the growth of new developments such as the Hamptons, the Parish Council's halls are in demand at the weekend from non-residents. Baby reveals, first birthday parties, naming ceremonies and first communions are very popular, and these events can be extremely taxing on resources with hirers often running over on their booking or leaving a mess. Of the 72 weekend parties that were held in the halls in the past 12 months, 49 were booked by non-residents mostly living in the Hampton Gardens area but including those living in Gunthorpe, Hempsted and Spalding. In the next 12 months the cost of running the facilities will be rising with increases in energy prices and staffing costs. It is suggested that a new non-resident rate be introduced for "one off bookings" which would be approx. 25% higher than residents and weekly hirers, this is similar to the approach taken for the new community hall at Stilton. It is suggested also that the non-resident rate be introduced from 1st September 2023.

As previously shown in the regular hall hirers report, all halls have regular hirers during the week and also at a weekend. It is suggested that the hourly rate for regular hirers and non-residents be increased by £2.00 (Austin Hall), £1.00 per hour (Owen Pooley and Queens Park halls) to cover increases in energy, maintenance, and staffing costs and 75p per hour for the Council Chambers and Pavilion.

The Owen Pooley hall is used during the week by Stretton Pre School for 37.5 hours and they use the Council Chambers for 22.5 hours. It was previously agreed by this Committee in June 2022 to replace a previous discount of 20% awarded to the Pre School to 10% with effect from 1st January 2023 and introduce a 5% discount from 1st January 2024. It is suggested that the 5% discount remain as this aligns with the Clerk's discretion to award a 5% discount to regular charitable users. Stretton have been advised of the proposed increase in room rates as they have an agreement to be given 6 months' notice. The Pre-School have given notice that they will not be requiring the Council Chambers from September 2023 onwards.

Facility	Rate as of 1st Jan 23 (Gross) per hour	Proposed Resident and regular hirer rate 1st Jan 24 (Gross)	Non Resident increase per hour	Non Resident rate for private hire from 1st Sept 23. (Gross)
Pavilion - Monday to Friday	£ 8.00	£ 8.75	£ 2.75	£ 11.50
Pavilion – Saturday & Sunday	£ 9.00	£ 9.75	£ 2.75	£ 12.50
Chambers	£ 10.00	£ 10.75	£ 4.50	£ 15.25
Owen Pooley Hall Monday to Friday	£ 16.00	£ 17.00	£ 4.50	£ 21.50
Owen Pooley Saturday and Sunday	£ 18.50	£ 19.50	£ 4.50	£ 24.00
Owen Pooley hall hire after 10.00pm	£ 31.00	£ 32.00	£ 8.50	£ 40.50
Austin Hall – Monday to Friday	£ 19.50	£ 21.50	£ 6.50	£ 28.00
Austin Hall – Saturday and Sunday	£ 23.50	£ 25.50	£ 6.50	£ 32.00
Austin Hall hire after 10.00pm	£ 32.00	£ 34.00	£ 8.50	£ 42.50
Queens Park Hall – Monday to Friday	£ 17.50	£ 18.50	£ 5.50	£ 24.00
Queens Park Hall – Saturday and Sunday	£ 21.00	£ 22.00	£ 5.50	£ 27.50
Queens Park hire after 10.00pm	£ 31.00	£ 32.00	£ 8.00	£ 40.00
Caretaker late lock up fee (after 10.00pm)	£ 20.00	£ 21.00	£ 5.00	£ 26.00
Caretaker late lock up fee (after 10.00pm)	£ 20.00	£ 21.00	£ 5.00	£ 26.00
All Hall hire deposit for party hire	£ 120.00	£ 120.00	£ -	£ 120.00

It is suggested that the day rate for the halls be removed as there is no call for it and with the energy costs being so high those using the hall for lengthy periods tend to use a lot of electricity and gas. 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 previously agreed Bank Holiday holidays are charged as a weekend rate. It should be noted that the facilities are only available on a Bank Holiday to regular weekly hirers.

RECOMMENDATION

- That the report is received and the content noted;
- That the proposed rates as shown in the table above, including a non-resident rate be introduced from the dates suggested and be reviewed again in twelve months;

- That discount awarded to Stretton Pre School remain at 5% from 1st January 2024;
- That bank holiday hall hire continue to 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.
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Helen Taylor - Clerk to Yaxley Parish Council