



To: All Members of Killamarsh Parish Council Events & Communications Committee

You are Hereby Summoned to attend a meeting of the Parish Council to be held on TUESDAY 4th April 2023 at 7:00 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairs opening announcement.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 7th February 2022.

b) To receive an update on an ongoing issues not covered as an agenda item.

7 Events and Marketing Manager

- To welcome the Events and Marketing Manager, Charlotte Watson, to the meeting.

8 Village Festival

- To receive an update

9 Community Events

- a) To receive an update on the Coronation portrait competition.
- b) To consider the next steps to creating the play area in dedication to King Charles III at Highmoor.
- c) To consider and approve any other projects for the Coronation.

10 Community Activities

- a) To receive an update on the 2023 Extreme Wheels programme
- b) To consider and approve allowing Gulliver's use of the Hub building for a Community Day - Cllr Platts to update.

11 Parish Suite Refurbishment

- To receive an update - Report attached.

12 Killamarsh Community Hub

- To receive an update - Report attached.

13 Policies

- To consider and approve the revised Room Hire and Charging Policy

14 Items for discussion for a future agenda

- Youth Engagement
- Remembrance Sunday
- Christmas Lights & Events

15 Date of the Next Council Meeting

- None planned

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



6

MINUTES OF THE EVENTS AND COMMUNICATIONS COMMITTEE HELD ON TUESDAY 07 FEBRUARY 2023

Those present :

Chair : Cllr A Platts
Vice-Chair : Cllr N Challenger
Councillors : Cllr S Clough, Cllr W Tinley
Officers : Mrs G Blank

EC099 Chair's Announcements

The Chair had no opening announcement to make.

EC100 Apologies for Absence

Apologies have been received from Cllr C Lacey and Cllr J Windle and the reasons given were accepted.

EC101 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None

EC102 Adjournment for Public Participation

There were no members of the public in attendance.

EC103 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items on the agenda requiring the exclusion of the Press and Public.

EC104 Minutes from the previous meeting

a) To approve the draft minutes of the Events & Communications Committee meeting held on 6th December 2022.

RESOLVED: That the minutes of the meeting held on the 6th December 2022 are a true and accurate record.

b) To receive an update on an ongoing issues not covered as an agenda item.

The Committee asked that it be minuted that they acknowledge that the Clerk and Deputy Clerk may not have had the opportunity to progress actions from previous meetings due to the amount of projects that various committees of the Council are asking them to look at and thanked both

members of staff for all their efforts trying to manage their workloads.

The Clerk informed Councillors that the recent Clerks Practitioners Conference had been extremely useful especially around how the Council can engage with the younger community and where there are funding opportunities to help implement some of the ideas. The Clerk read out a long list of suggestions taken from the conference that the Council could look at developing. Councillors liked several of the ideas including a Young Killamarsh Plan, a page on the Council's website or a website specifically aimed at the younger generation (which Cllr Tinley agreed to assist with) and a youth council to look at and deliver projects such as play area improvements.

The Clerk agreed to put together a report and add this to a future agenda for further discussion.

EC105

Village Festival

a) To receive an update.

The Clerk updated Councillors on the arrangements already in place for the festival planned for the 15th July 2023.

The Clerk and Deputy Clerk have met with the manager of Killamarsh Active who is very keen to play a big role in the day. The land at the side of the leisure centre is available for the Council to use and the Clerk has requested that the new long stay car park also be made available for the Council to use on the day.

The Clerk confirmed that payment had been received for 5 craft stalls so far with many more people enquiring. A variety of catering outlets have been in touch and a Mexican street food van and burger van have confirmed that they will be attending.

Both Derbyshire Fire Service and Police have confirmed that they will be in attendance and will bring any appliances they have available.

A small selection of fairground rides have been sourced for younger children which will hopefully be situated in the car park along side the emergency services.

Derbyshire Wildlife society may be in attendance but will confirm nearer to the time.

The Killamarsh Scouts will be attending and putting on several demonstrations.

The Air cadets will also be attending and have offered to help set up and act as the lost and found station, as well as putting on a display of some drills.

Several fitness instructors have indicated that they would be prepared to put on some demonstrations such as cheer leading and Zumba.

Derbyshire FM are happy to attend, play music and compare for the day. They also have a stage that they can bring. The office can they try and source some local singers or smaller bands to play.

Extreme Wheels are happy to attend.

A circus skills group have also expressed an interest.

Cllrs asked if the Killamarsh Wombles had been asked to dress up on the day and the Clerk confirmed she had spoken to Cllr Ritchie who was happy to organise this if the Council are prepared to pay for the costume hire. Councillors agreed that this was acceptable and that the Wombles could take the opportunity to raise awareness and possibly funds to support their efforts in keeping Killamarsh clean and tidy.

The Clerk informed Councillors that there was still a lot of organising to do especially around licences but felt more comfortable that progress was now being made. The Chair and other Councillors thanked the Clerk and Deputy Clerk for their efforts to organise the festival and were extremely pleased with the amount of progress.

b) To consider and approve the quotation to have North Derbyshire Radio station present at the event.

The Clerk updated the Committee on the meeting that took place between herself, the Deputy Clerk and the owner of North Derbyshire radio. The radio station would be prepared to attend for the day and bring with them 2 presenters and a stage. During the day they would provide any music required, make public announcements on what's happening and speak to locals. They would use their social media platforms to promote the event as well as broadcasting some parts live on the day.

The cost for providing the stage etc would be £975 for the day but the Council would need to hire a generator. The stage would be available for the Council to use if it has any local singers and small groups that they want to invite.

Councillors considered the proposal and looked at the parameters of the budget for the event.

RESOLVED: That North Derbyshire radio station are engaged to be present at the event.

c) To consider and approve the elements of the Extreme Wheels quotation for attending the village festival.

The Clerk had been asked to look at getting Extreme Wheels to attend as an attraction and also promote the programme being funded by the Parish Council.

The Clerk presented the options and costings available on the day and the Committee agreed that the body zorbing, laser tag and BMX pro demos would be an excellent attraction to have. The Clerk confirmed that this could all be done within budget.

RESOLVED: That approval is given to the Clerk to engage Extreme Wheels to attend the village festival.

d) To consider and approve the Circus skills workshop quotation.

The Clerk circulated a variety of activities and their costs to Councillors prior to the meeting. The Committee liked the idea of the Circus skills workshops, Bubble performer and Stilts but asked for clarification on costs and durations of each activity as the quotation was not detailed. Cllr Tinley also asked that the company be looked into as she was concerned that they didn't exist on Companies House.

RESOLVED: That due diligence is followed and more checks completed on the company before engaging them.

RESOLVED: That if the checks are satisfactory and the quotes received are for 2 - 3 hours then approval is given to book the Circus and all 3 activities identified.

EC106

Community Events

a) In light of King Charles III statement that he would like a low key Coronation, consider and approve plans to mark the occasion.

The Clerk listed a few suggestions she had following conversations with fellow Clerks.

- A portrait of the King competition for various school ages and categories. The winning portraits to be framed and displayed in the community hub.
- A village coat of arms sign to be situated on the village green.
- A beacon to be purchased and situated at Highmoor.
- Bunting for the village.

The Committee discussed the pro's and con's and cost of each suggestion.

Cllr Clough then suggested that if there was sufficient funding left following the refurbishment of Norwood Play area could a new play area at Highmoor be planned and named to commemorate the Coronation of King Charles III. Councillors liked this idea as residents in this area have previously looked into the possibility of a play area in this area.

The Clerk said that she would need to firstly contact CISWO to see if they would agree to their land being used for the project, look into the required planning permission and also see what funding may be available. Councillors suggested that the Clerk contact the landlady of the local pub to see if the brewery would support the project and also any nearby businesses. The design of the play area would also be a good opportunity to engage with youths.

RESOLVED: That the portrait competition and bunting is agreed and approved and the Clerk to look into funding for prizes and framing.

RESOLVED: That a recommendation is submitted to Full Council to create a new play area in dedication to the Coronation of King Charles III, subject to funding and planning permissions.

b) To consider and approve the mock up of the Calendar.

Councillors liked the overall look of the Calendar but had a few suggested amendments.

Cllr Platts and Tinley didn't like how the Council logo looked on the design and asked for either a clear background or a whole band of white background. They would also like to see contact details for the Parish Council on the calendar.

A couple of photos didn't fill the whole page and Cllr Tinley asked if this could be changed. The Clerk believed this is how they had been received but would look into it. Cllr Tinley offered to have a look at the photos and get someone to look if they could be improved.

RESOLVED: That subject to the few amendments proposed the mock up of the Calendar is approved.

EC107

Communications

a) To consider and approve the date of the next edition of the Parish Newsletter.

It was agreed that to avoid all issues around Purdah the next newsletter is produced prior to the cut off date of the 22nd March 2023.

RESOLVED: That a newsletter is produced for delivery in early March 2023.

b) To consider and approve content if applicable.

It was agreed that content should be kept simple to avoid any questions over electioneering.

As the Clerk is on annual leave leading up to the deadline Cllr Platts will lead on articles in readiness for the Clerk to help finalise on her return to work.

RESOLVED: That the following articles are included in the next edition of the Parish newsletter:

- Village Festival details
- Community Hub information - Parish Council office, Council meetings and room hire available.
- SID's information on areas approved.
- CCTV update residents on progress.
- Proposed Norwood play area improvements.
- Chairman's report.
- Changes to the voting system.
- Become a Councillor poster / facts.
- Village Green parking - requested by Cllr Potts who is to be asked to submit the article to Cllr Platts.
- Cheap family meal recipe.

EC108 Policies

a) To consider, approve and recommended the Room Hire and Charging Policy.

The policy had been circulated to Councillors prior to the meeting.

Councillors went through the policy, challenging and amending certain points to form a clear and concise policy.

RESOLVED: That the Clerk make the proposed changes and put on the next agenda for final approval before recommending it to Full Council for adoption.

EC109 Events and Marketing Manager

- To receive an update on applications.

The Clerk informed the Committee that four applications had been received and that a date for the recruitment panel to shortlist and interview would be set once Cllr C Lacey's availability was known.

EC110 Remembrance Sunday

- To consider and approve the quotation received for lamppost poppy signs for 2023.

The Clerk had been asked to look for alternatives for the lamppost poppies and had asked Eckington Parish Council who they had used. The Clerk had approached the same company who had provided an at cost quotation due to the nature of the signs.

Councillors agreed that the signs used by Eckington PC had been very good and clear and that the quotation of £329 for 168 poppy signs with the names of local residents who served their country printed on them was a reasonable price. Wreaths would still be ordered from RBL and a donation to them in lieu of poppies could be considered at another date.

RESOLVED: That the quotation for the lamppost poppy signs for 2023 is approved.

EC111 Items for discussion for a future agenda

- Youth engagement
- Room Hire Policy

- Update on Parish Suite
- Update on Events & Marketing Manager

EC112

Date of the Next Council Meeting

- 4th April 2023

MEETING CLOSED 20:55

Killamarsh Parish Council

Report to Members of the Parish Council

TO:	Members of the Events and Communications Committee
MEETING DATE:	4 th April 2023
SUBJECT:	Killamarsh Hub update
REPORT AUTHOR:	Gail Blank

Item 9

Purpose of Report:

To provide Councillors with an update

The intention is that the parish Council offices will move into the Hub building once building works to create an office space are completed. I am still waiting for a start date from the builder.

The meeting rooms have all been redecorated and carpets cleaned. Meetings of the Council have now moved to the venue and are proving popular.

Repairs to the toilets and hot water supply to the cleaner's cupboard have been completed.

The reception desk in the atrium has been sold and carpet tiles replaced using the office ones. The carpet is to be cleaned once the glue has taken and the atrium is to be decorated.

Once the office work is completed the small reception area and office can be decorated too.

The office is chasing NEDCC to have the front of the building jet washed to remove all signs of graffiti.

New signage for the Hub has been agreed and ordered.

I have raised the issue of youths congregating in front of the doors with the Police but haven't received a response. Some visitors to the Hub said they felt quite intimidated entering the hub by the youths sheltering from the rain and smoking weed. I suggest that the Council considers removing the canopy to stop this from happening.

Slimming world have now used the building on 2 occasions and are impressed with the space. I am hopeful they will join us on a permanent basis from May.

Killamarsh WI are wanting to book the Hub for their afternoon tea and we are hopeful they may want to return to the hub on a more regular basis now they have seen the improvements made to the rooms.

Killamarsh Natterchat will be holding their monthly meetings in the hub shortly and they are hoping to expand to create more activities for the community.

The Hub has been booked by the over 50's and 60's club for a coronation party and they are also interested in hiring the space going forward.

We have also had room booking enquiries for evening meetings which unfortunately we have had to turn away due to caretaking issues. We are hoping that soon we will be able to accommodate this type of hire.

I have spoken to Specsavers about potentially running some eye test clinics from the building for residents who are unable to travel far.

The Council is being asked at this meeting to consider allowing Gulliver's Kingdom to use the Hub for a community event promoting careers with themselves.

Charlotte will be joining us in May and from then we should be able to promote the rooms and get them filled with community groups and events for the community.

Killamarsh Parish Council

KPC ~~68-36~~ Room Hire & Conditions of Hire Policy

DETAILS OF POLICY	
Policy No	KPC 68
Policy Title	Room Hire and Conditions of Hire Policy
Committee/Working Party Responsible	Events & Communications Committee and Full Council
Last Reviewed	21/02/2022
Next Review Date	February 2024

EXTENT OF THE POLICY

The Policy and Conditions of Hire relate to all premises owned by Killamarsh Parish Council.

CORRESPONDENCE

All correspondence shall be addressed to the Parish Council Office, Stanley Street, Killamarsh S21 1EL.

Telephone: 0114 247 2260, Email: parish.office@killamarsh-pc.gov.uk

Room Hire

- All decisions regarding costs for room hire to be decided by the Parish Office.
- No pricing for Peak or Off Peak as often room hire crosses over both times.
- **Prices to start from 1st January-April each year.** A price review will be undertaken by the Events & Communication Committee and taken to ~~a November~~-Full Council meeting, each year ~~for a potential small increase from January of each year.~~
- Community refers to groups which are based in Killamarsh, not the surrounding areas.
- ~~To not allow any community group or action groups free of charge even if the room is not booked out as there is potential to hinder room hire from people who will bring in revenue; also, the cleaning of the room and re-arranging of the seating requires labour costs.~~
- ~~To move away from invoice for all bookings but hirers to pay prior to the date of booking or on the day.~~
- If KPC provide catering, the hire of the Parish Suite is free as this includes the running of the bar.

<u>Room Hired</u>	<u>Commercial Hire Fee £</u>	<u>Commercial Hire Fee for Community Benefit £</u>	<u>Community Group Hire Fee £</u>
Parish Suite	45.00 per hour	<u>20.00 per hour</u>	15.00 per hour
Parish Suite (maximum daily charge)	540.00	<u>270.00</u>	270.00 <u>200.00</u>
Committee Room	15.00 per hour	n/a	7.50 per hour
Computer Suite (CLOC)	30.00 per hour		15.00 per hour
Meeting Room1 (HUB CLOC)	20.00 per hour	<u>15.00 per hour</u>	10.00 per hour
Meeting Room 2 (C HUB CLOC)	20.00 per hour	<u>15.00 per hour</u>	10.00 per hour
Meeting Room 3 (HUB)	<u>20.00 per hour</u>	<u>15.00 per hour</u>	<u>10.00 per hour</u>
Main Atrium (HUB CLOC)	2030.00 per hour	<u>15.00 per hour</u>	15.00 <u>10.00</u> per hour
Whole Building (HUB CLOC)	45.00 per hour	<u>22.50 per hour</u>	20.00 <u>22.50</u> per hour

Cost is to include times when the room is occupied and cannot be used by any other person, such as setting up.

The Policy

REGULATIONS

All hirers of Killamarsh Parish Council premises are bound by the rules and regulations governing use of the premises, which are deemed to be incorporated in these conditions.

AGE OF HIRER

Persons under the age of ~~21~~18 years are not acceptable as hirers or as signatories to Killamarsh Parish Council documentation in relation to hire of any of the premises.

An adult will be required to sign documentation in relation to hire of any of the premises and accept legal responsibility for, and supervision of, an activity involving those under 18 years of age.

BOOKING PROCEDURES

Bookings may be made by telephone, email or by personal visit ~~with~~to the Parish Office. On receipt of the required information, a Booking Confirmation letter will be sent to the Hirer, in duplicate. The Hirer is required to confirm the booking by returning a signed copy of the Booking Confirmation letter to the Parish Office.

Provisional bookings without completed, signed documentation are not accepted. A non-refundable deposit ~~of £20~~ is required within 7 days of making the provisional booking to secure ~~your booking it, this will be based at **% of the total cost of the booking.~~ The balance may either be paid at the time of booking or one month before the date of hiring.

HIRE CHARGES

The charges for ~~the hire of~~ are as attached ~~and also~~ and on the Parish Council website at www.killamarsh-pc.gov.uk ~~and in our Hall Hire leaflets~~. These tariffs are set and are subject to annual review. ~~Where a booking is made for a date or dates after the date on which the Parish Council reviewed charges come into effect, the scale of charges determined at the review shall be those applicable to the Hirer.~~

Hall hire is in multiples of one-hour periods only. The hirer will be charged to full hour periods and must exit the building by the end of their paid hiring period. Daily rate of the ~~P~~parish Suite will be considered by the Parish Office (subject to availability).

DEPOSITS

All occasional bookings are subject to a £100 deposit. The deposit shall be paid at the time ~~the invoice for the hire is sent out of booking~~ and is refundable subject to the following conditions. The Parish Office may make deductions from the deposit for damage to property and equipment, the need for additional cleaning after the event and any additional costs incurred by the Parish Council associated with servicing the event outside the agreed times and terms of hire.

PAYMENT OF HIRE CHARGES

An invoice will be provided to the hirer detailing the cost of hire, methods of payment accepted and date of settlement of any outstanding balance.

OCCASIONAL HIRING

When premises are hired by an Occasional Hirer for bookings of three or less sessions, an invoice will be drawn prior to the booking. In such cases, payment, as per the tariff, must be made seven days prior to the actual date of hiring.

REGULAR HIRING

Regular Hiring constitutes a weekly or monthly booking over a period of at least ~~six~~ three months. An invoice will be ~~drawn~~ drawn up prior to the booking. ~~If changes to the booking occur to shorten this period, the hirer will be placed on to the one-off tariff and invoiced for the shortfall. In such cases, p~~ Payment, as per the tariff, must be made in ~~arrears~~ advance a maximum of thirty days after the invoice date unless otherwise agreed with the Parish Office stated in writing. Where payment is not received as directed, the hire and any future

pre-arranged hiring may be subject to cancellation at the discretion of the Parish Council. All missed sessions which do not qualify under the cancellation policy below will be charged at the agreed rate.

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METHODS OF PAYMENT

Payments for hire may be made by Bank Transfer - please contact the Parish Office for details. Where Bank Transfer is not ~~possible-cash~~ cash or cheques, payable to Killamarsh Parish Council, will be accepted. Currently we are unable to accept payment by credit or debit card.

CANCELLATION POLICY

If the Hirer wishes to cancel the booking before the date of the event and the Events and Marketing Manager is unable to conclude a replacement booking, the question of the payment or the repayment of the Hire fee shall be at the discretion of the Parish Council.

The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

a. The Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.

b. The Parish Council reasonably consider that:

i. such hiring might lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or

ii. unlawful or unsuitable activities will take place at the Premises as a result of this hiring.

~~In the event of cancellation, the deposit will be forfeited, and the following charges will apply:~~

~~One month and over – 25% of the total cost~~

~~Two weeks to one months' notice – 50% of the total cost.~~

~~Less than 2 weeks' notice – 100% of the total cost~~

~~A full refund will be given if cancellation in writing occurs prior to this time.~~

Bookings are accepted by the Parish Council ~~on the basis of~~ based on the information supplied by the Hirer. ~~In the event that~~ if any information given as to proposed use is found to be incorrect, the Parish Council reserves the right to cancel the booking. In such cases, a refund will be considered by the Events & Communication Standing Committee on application by the Hirer in writing.

The Parish Suite ~~and Community Hub are~~ is a registered Polling Stations and as such, ~~this hall will~~ they may be closed on those days when Parliamentary and/or local elections are held. Where possible, the Parish Council will attempt to find alternative accommodation within their venues. Notification of forthcoming elections will be given to the Hirer as soon as possible. Bookings may be cancelled by the Parish Council for the essential safety of the Hirer. Notification of the cancellation will be given to the Hirer as soon as possible. The hirer will be given a full refund of any monies paid in respect of such a cancellation.

HEALTH AND SAFETY

The Parish ~~have~~ has a Health and Safety Policy which applies to all users of the Meeting Rooms. A copy is available for inspection on the Notice Board and in the Parish Office and all hirers are expected to comply with the conditions.

PURPOSE OF HIRE AND SUB-HIRING

The Hirer shall not use the premises for any purpose other than that described in the Booking Confirmation letter and shall not sub-hire the premises to any other person or organisation.

INDEMNITY AND INSURANCE

The Hirer shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whoever caused by or to any persons which shall occur while such person is in or on any part of the premises; or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council's negligence. This includes the safeguarding of children and vulnerable adults, separate agreement of which is required before confirmation of any hiring. The Parish Office will require proof of insurance at the time of booking.

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

You have the responsibility to ensure that children and vulnerable adults attending your event are protected at all times, by taking all reasonable steps to prevent injury, illness, ~~loss~~, or damage occurring and your booking is conditional upon you complying with this.

The Parish Council reserves the right to require any Hirer to produce evidence that the necessary insurances referred to in the above paragraph have been taken out and are in force at all material times. Hirers are asked to consult their own insurers ~~so as to~~ safeguard themselves in the event of their being held liable for any claim, demand, ~~action~~, or proceedings in this connection. Public Liability is available on written request for occasional hirings up to three times.

All Parish Council owned premises are insured against claims arising out of the Parish Council's negligence.

GOOD ORDER

The Hirer is responsible for good order being kept through the period of hire. The Parish Council may make an additional charge for any expenses incurred in engaging the Police or other personnel to preserve order prior to, during or after the period of hire.

PERSONAL INJURY AND LOSS OR DAMAGE TO PROPERTY.

The use of the premises and equipment, ~~facilities~~, and amenities, including car parking where available is permitted solely at the Hirer's own risk. The Parish Council shall not be liable for any injury to any Hirer or any employee, ~~invitee~~, or guest of the Hirer; or for loss or damage to any property. Any property and effects in the premises belonging to the Hirer shall be at their sole risk; and unless previously agreed in writing by the Parish Office if such equipment, ~~property~~, and effects are not removed at the end of the hire, an additional charge may be made, and the items might be donated to charity.

RISK ASSESSMENT

Every hirer is responsible for performing a Risk Assessment prior to ~~each and every~~ use of the premises. The Parish Council may at its discretion, require a copy of the Risk Assessment.

ILLEGAL OR UNLAWFUL ACTIVITIES

The Hirer shall not cause or permit the premises to be used for any unlawful or illegal activity. The Parish Council reserves the right to cancel the hire immediately and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the Police and assist with their enquiries.

SMOKING

In accordance with the law, smoking ~~or vaping~~ is not permitted in any premises owned by the Parish Council. Hirers or their guests may smoke in the car park provided all cigarette butts and associated paraphernalia are cleared up at the end of the hiring. If rubbish remains on the premises (other than in the provided bins) the Hirer may be liable to loss of deposit.

EMERGENCY PROCEDURES

Each room contains the details of fire exits, assembly points and other emergency procedures that may be in place. It is the responsibility of the Hirer to familiarise themselves with the means of escape from the premises and to ensure that any person at the period of hire requiring a Personal Evacuation Plan is identified. The Hirer shall ensure that all fire exits (internal and external) and common parts of the premises are kept free of any obstruction and shall immediately remove anything deemed to be an obstruction at the request of the Parish Council Officer or Parish Councillor. All rooms within each of the premises have a maximum number of people allowed to use each room either seated at tables or for dancing, which have been set by the Fire Service. The Parish Council have set user capacities lower than required, these are identified in a separate document available upon request. It is the responsibility of the Hirer to ensure that the maximum numbers are not exceeded.

The hire will be stopped immediately by the Parish Council Officer or Parish Councillor or other authorised officer of the Parish Council, if the number of people in any room exceeds the permitted maximum. In the event of an emergency, the Hirer shall comply with all directions given by any authorised officer of the Parish Council; or any member of the Emergency Services; or any other statutory body or agency.

ELECTRICAL SAFETY

It is ~~recommended~~ compulsory that any electrical equipment brought to the premises for use by a Hirer should carry an up-to-date PAT certificate. Killamarsh Parish Council can offer a ~~biennial~~ service to Regular Hirers to enable electrical equipment used on the premises to be tested ~~by a PAT registered electrical inspector~~. Details of the cost of this service are available on request.

The electrical circuits ~~in~~ on the premises must not be overloaded by the attachment of excessive quantities of electrical equipment. The maximum loading on the circuits must not exceed 30amps. Should any damage occur to the electrical circuitry of the premises by overloading or ~~by the use of~~ using faulty equipment, the Hirer will be responsible for the cost of any call out charges, repairs etc. to reset circuits.

RIGHT OF ENTRY

The Parish Council reserves the right for any authorised officer of Council, the Police, Fire and Rescue Service or any other statutory body to ~~enter the premises at all times~~ always enter the premises; and the right to require the Hirer to refuse admission to or remove from the premises any disorderly person or persons, which may cause danger or damage to the premises.

EQUIPMENT PROVIDED BY KILLAMARSH PARISH COUNCIL

The kitchen/kitchenette in each hiring space provide basic items of crockery and cutlery – cups, saucers, water glasses and jugs, coffee makers and kettles. The kitchens in each of the premises are not intended for the preparation and cooking of full-scale meals but for warming food ~~and cooking small items~~ only. Deep fat frying is not permitted. Hirers shall be responsible for ensuring that all small electrical appliances (kettles and tea urns) are switched off at the mains at the end

of the hire. There is also a commercial kitchen available for use by a certified and qualified food operator. This area can be provided upon request, but a fee would be applicable to maintain ~~legal~~ the legal status of area.

Chairs and tables are available at each of the premises at no charge.

Organising of furniture needs to be arranged in advance and operated by the Parish Office or other Parish Official. It is the responsibility of the Hirer to report any damage or defect to, or the loss of any equipment to the officer on duty or to the Parish Office.

CLEANLINESS

All Hirers shall leave all areas of the premises which have been hired clean and tidy and in an acceptable condition. Black rubbish sacks will be provided for hirers, Council refuse bins ~~are~~ will be provided to the rear of the premises. The location of brooms, dustpans and brushes, mops and vacuum cleaners will be pointed out by the Officer on duty for use by Hirers at the end of hire, as appropriate.

STORAGE

We have limited storage space. This storage is leased on a yearly basis to hirers and subject to annual review.

Storage can be applied for through the Parish Office.

ACCIDENTS

The Hirer must report all accidents involving injury to the public to the Officer on duty or other authorised officer, as soon as reasonably practicable.

ALCOHOL

Killamarsh Parish Council venues are not subject to a Premises ~~Licence~~License, except for the Parish Suite. If it is the intention of the hirer to sell or supply alcohol, it is the Hirer's responsibility to request this in writing to the Parish Office.

License requests will be considered on a case-by-case basis by the Events & Communication ~~Standing~~ Committee and may incur a larger deposit. If agreed, the hirer must then make an application to the Council for a Temporary Event Notice. A copy of the Notice, when obtained, must be provided to the Parish Office, who will keep the details on file. It is the responsibility of the Hirer to ensure that the provision and serving of alcohol is in accordance with the Licensing Act 2003.

COPYRIGHT

It is the Hirer's responsibility to ensure that there is no infringement of copyright during any period of hire and the Hirer shall agree to indemnify the Parish Council in respect of any liability arising from any infringement of copyright or performance rights.

SERVICES AND ALTERATIONS

No additions or alterations shall be made to the gas, water or electrical supplies, any electrical equipment; and no structural or other alterations shall be made to the fabric of the building; nor to any of the furniture, fixtures, fittings or other property in the premises; nor any attachment by way of hooks, nails, screws or any non-removable substance e.g., glue, shall be made of any equipment or materials to the fabric or structure of the building without the express permission of the Parish Office. Any such permission shall be subject to any terms and conditions as may be stipulated.

CHILDREN AND YOUNG PERSONS

The Hirer shall ensure that any activities for children comply with the provisions of the Children Act and any other relevant legislation; and that only fit and proper persons have access to the children. All users must sign Killamarsh Parish Council's Safeguarding Agreement prior to hiring.

The Hirer shall take responsibility for all children in their care at all times while they are on the Parish Council's premises. The Parish Council will not assume responsibility for the care or welfare of any unaccompanied child or children. If you have any safeguarding concerns, you are to contact the Parish Office.

Any suspicious behaviour should be reported immediately to the Parish Office or to the Police

ANIMALS

The Hirer shall ensure that no animals (including birds) are brought onto Parish Council premises, unless prior permission has been given by the Parish Office. Guide dogs assisting people with limited sight, blindness or hearing are welcome on the Parish Council premises, providing they are accompanying their owner.

INFLATABLE BOUNCING DEVICES

It is the responsibility of the Hirer to ensure that that the company from which the equipment is hired (the Company) fully complies with the guidance 'The Safe Operation of Inflatable Bouncing Devices' issued by the Inflatable Play Inspections Schemes. It is the responsibility of the Hirer to ensure that the Company employs suitably experienced and trained adult personnel, where the Company is responsible for setting up, operation and supervision of the Bouncy Castle.

It is the responsibility of the Hirer to ensure that the Company provides written evidence of a current Public Liability Insurance Policy with a limit of indemnity of at least £1 million.

If the Hirer is to operate the Bouncy Castle, it is the responsibility of the Hirer to ensure that they are provided, by the Company, with written instructions about the safe setting up, operation and supervision of the equipment and that the name and address of the manufacturer or supplier is clearly marked upon it. The Hirer's attention is drawn to the following guidelines:

- (a) Children should not be allowed to use the Bouncy Castle if there is a high wind or in wet weather
- (b) The Bouncy Castle must be adequately secured to the ground and situated away from possible hazards
- (c) Soft matting covering hard surfaces must be placed adjacent to the front or open sides. Users should not be allowed to obstruct the entrance or exit. No-one should be allowed to play on the step or front apron of a Bouncy Castle.
- ~~(d)-(d).~~ There should be responsible adult supervision paying close attention to the children at play at all times during its ~~use~~ use.
- (e) The number of children using the Bouncy Castle must be limited to the number recommended in the Hire Company's safety instructions. There must be no overcrowding.
- (f) A rota system for different age or size groups should be operated, together with the observance of any age limit of users (it is suggested that children over the age of 10 years should not use the equipment)
- (g) All children should be made to remove footwear, hard or sharp objects such as ~~jewellery~~ jewelry, buckles, pens and other similar pocket contents.
- (h) Eating or performing acrobatics must not be allowed.
- (i) The above is guidance only and is not a comprehensive guide. Further information may be obtained from www.pipa.org.uk/playSafe.
- (j) It is recommended that any electrical equipment brought to the premises by a Hirer should carry an up-to-date PAT Certificate.

FLYPOSTING

Flyposting is an offence and makes an offender liable, on summary conviction, to substantial penalties. An unauthorised and illegal display of posters may result in the cancellation of a booking and may be taken into account when considering accepting future bookings of any Parish Council premises.

ADVERTISING AND OTHER SIGNAGE

Notice boards are provided at Parish Council premises to advertise a variety of events and Hirers' activities, subject to the approval of the Parish Office. Any inappropriate, offensive, commercial or nonrelevant posters, flyers or stickers will be promptly removed ~~and a charge made to the hirer.~~

Advertising and signage on the outside of the premises are subject to approval by the Council; and may also require planning consent and the consent of the Highway Authority.

END OF HIRE

All periods of hire ~~are on an hourly basis and extensions to the times agreed will incur an additional charge at the Parish Council premises shall cease at end of hire period.~~

NOISE

It is the responsibility of the Hirer to ensure the effective supervision of the arrangements and the activities in the premises during the period of hire and for the prevention of disorderly ~~behaviour~~ behavior, ~~so as to~~ ensure that no nuisance or annoyance is caused to nearby residents.

The Hirer shall observe all statutes, regulations and bylaws in relation to noise in public places. Hirers should ensure their guests, or any other person associated with the Hirer leave the Parish Council premises quietly and to minimise noise outside the premises. All music shall cease by 11:00 pm, unless agreed by the Parish Office

COMPLAINTS

Any complaint by the Hirer in respect of the use of Parish Council premises or the arrangements for that use shall be made in writing to the Parish Office, within seven days of the date of hire. In the event of a

complaint being made. This complaint will then be heard by the Standing Events and Communications Committee.

CHANGES TO POLICY AND CONDITIONS OF HIRE

Killamarsh Parish Council reserves the right to amend this Policy and the Conditions of Hire at any time; and any changes to the Policy and Conditions of Hire shall be notified to all Hirers.

The Policy and Conditions of Hire in force at the date of hire shall be those which are applicable to the hire. This Policy and the Conditions of Hire shall be renewed annually.

I hereby agree with the above conditions & policy.

Signed:

Full name:

Date:
