**Minutes of the meeting of Templeton Community Council**

**Held in Templeton Community Hall, 20th January 2020**

Present: Cllr Peter Morgan (Chairman), Cllrs Liz Burns , Kathrin Williams, Barbara Priest, Mark Simpkins, Jason Jennings, Elwyn Morse.

1. **Apologies for absence**: None were received.

**2. Declarations of personal and pecuniary interest**. Cllrs Morse and Simpkins declared an interest in any discussion on YFC’s hall fees that might occur.

**4. To discuss specific topics relating to the Hall and make decisions.**

**Promotion of the Hall.** It was discussed and agreed to look at whether to provide a website to promote the Hall and advertise the various classes booked. Prices for this would be obtained by Cllrs Burns and Jennings. It was agreed that not only a calendar should available online but also a gallery of images to show what was available and possible. Cllr Burns would speak to a contact about providing the images.

**Premises licence application and bar**. Cllr Priest then took the meeting through the premises license application, and the timings for the different categories to include were agreed. It was stated that with a premise licence and also applying for the whole Council to be the supervisor, no personal licence or related training was required.  The application to PCC would require drawings to scale of the Hall, including the patio, the Village Green, including the marquee on it, and also one showing the area around the location, to show proximity of houses etc. Cllr Morgan stated he would do what he can to provide those, working with Cllr Priest.

It was agreed that for smaller events such as 20 people the hirer would be responsible for managing their own bar. For larger events TCC would wish to manage it, provide staff as necessary, and retain the profits to put into maintenance of the Hall and providing more facilities for all users.

**Hall usage and hiring agreement**. Various draft documents for general Hall usage rules and agreements for hirers had been circulated – these would be considered in the next meeting. The Clerk would draft an agreement for hirers who were not providing alcohol and circulate it prior to the next meeting.

**Signage**. It was stated that there should be a poster on the noticeboard with emergency numbers – the Clerk would draft this. It wold also include the location of the defibrillator at the Boar’s Head. It was also suggested that a notice on both main doors should state to respect the neighbourhood and not cause any disturbance when leaving.

**Booking**. It was agreed that all should have access to the booking calendar – and the Clerk reminded all that the personal data such as names, phone numbers or emails were confidential so should not be passed on to anyone outside of this Council. The Clerk would also set up a rota accessible to all so that the workload of room preparation etc. would be shared, with Cllrs being on call for a week at a time.

**Health and safety checking**. Cllr Morgan stated that he had stated the requisite safety checks and testing, and would broaden this out to other Cllrs in the near future.

**Storeroom and furniture**. It was stated that the storeroom was full, and so if the new room was required for a significant number of people then tables might need to be located in the utility room temporarily.  It was raised that there was no provision for coats – the Clerk was authorised to source and purchase a movable coat rail.  Cllr Jennings was sourcing the external noticeboard.

**Old front door**. There was interest in the community in having this returned to the Hall in some form. It was stated that it had suffered damage over the years and was now wholly unsuitable to use as a door for fire regulatory reasons. One location for it to be placed was identified, but it was agreed to actually check whether it was too damaged to be put into the Hall.

**Wishlist**. The Council were aware that they had not been able to fund all the items for the Hall that were originally planned, despite the grants and their own financial contribution. Therefore a wishlist was discussed and agreed. Priority were items for kitchen and utility room so that they became fully functional: dishwasher, glasswasher, bottle fridge/store, freezer. After that items to aim to provide included a stage (which would have to be suitably small when stored), a projector and a coffee machine.  It was agreed the Clerk should draft an application for funding from PCC from the second homes grant scheme – Cllr Morse would supply the latest information on this.

**Users**. The use by the Church was discussed – although they would prefer to come in on the Friday to set up for their events, there are currently bookings on Friday afternoons until 4.30pm. Cllr Morse would take this information back to them.

The Clerk stated that a number of enquiries were coming in online, and there had been comments requesting more children’s activities.  The Clerk would approach possible providers.

**YFC use**. The proposal made in the previous meeting was discussed in detail. It was agreed that the Council wished to support them, as a key part of the community and as a youth group. After discussion it was agreed to accept their proposal for an annual charge, paid in three stages, working on the basis that they had approximately 25-30 sessions a year. The Council would make the new room available to them – the original Hall room was already booked long-term for a class. It was agreed that this would be suitable for their meetings, but if they had any other events that might require the whole Hall, or to not be on a Tuesday evening, such as performance practice sessions, these should also be booked in advance as part of their annual agreement. Any events held by YFC in the Hall, including fundraising sessions, would be paid for at the standard rate. Any fundraising should also include a contribution to the Hall funds in order to improve that resource for YFC and the rest of the community. It was agreed that all sessions (including the Tuesday ones) should be booked at least a week before (although longer would be helpful) by email to the Clerk.  This agreement would be reviewed and might need to be amended in March/April 2021 when a full year of income and expenditure for the Hall was known.

**4. Councillor reports and matters for next month.**

No items were raised.

5. **Next meeting**. The next normal meeting was agreed for Thursday 20th February, starting at 8.00pm, in Templeton Community Hall.

There being no other business, the meeting closed at 10.45pm.