



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Bryncae Community Centre Committee (BCC) held by remote attendance at 7.00pm on Tuesday 29th July 2025.

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors Chris Parker (Chair), Rhys Jenkins, Nick Richards, Robert Smith, Janine Turner

Clerk to the Council: Leigh Smith

Assistant Clerk: Rebecca Jenkins

1 member of the public

Apologies: None

Absent: None

BCC2025/013 Welcome and Apologies

The Chair welcomed all attendees

BCC2025/014 Disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

None

BCC2025/015 Public Speaking

None

BCC2025/016 Minutes of the BCC Committee meeting held remotely on 13th March

RESOLVED

To approve as a true and accurate record the minutes of the previous meeting of the committee.



BCC2025/017 Correspondence

Noted

BCC2025/018 BCC Committee Action Plan

Noted

BCC2025/019 BCC Financial Report

Noted

BCC2025/020 To consider subscribing to a booking software package.

RESOLVED

To authorise the officers to purchase a subscription to the Hallwizard software package at a cost of up to £280 per annum.

RECOMMENDED

To change the Council's financial regulations to allow integration of online payments, such as via Stripe payment software; and to add the Stripe integration to the Hallwizard subscription.

BCC2025/021 To consider a draft of a revised hire agreement

RESOLVED

To adopt the draft agreement presented in "Appendix 6a" with the following amendments:

- a) Remove the mention of Wi-Fi in section 2.
- b) Replace the last sentence of section 7
"Extensions may be granted at the Council's discretion but must be agreed in writing."

with the following

"Extensions may be granted at the Council's discretion. Any extension granted will be confirmed to the hirer in writing."

BCC2025/022

RESOLVED

To exclude the press and public by virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and public to be excluded from the following agenda item only, on the basis that with regards to that item of business disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.



BCC2025/023 To consider separate payment terms for a particular hirer

RESOLVED

To adopt the following payment terms for the particular hirer:

The minimum period is 1 month. The period must be booked 14 calendar days in advance. The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made at the time of booking. Invoices must be paid **by the end of the month of hire**, unless otherwise agreed in writing.

BCC2025/024 Verbal report on the progress of the energy survey

Noted

BCC2025/025 Implication for VAT registration of the provision of Children's party hire packages (Inflatables etc.)

Deferred to allow further research by the officers of the Council.

BCC2025/026 Purchase of play equipment to facilitate the provision of Children's party hire packages (Inflatables etc.)

RESOLVED

To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community centre, with options for different age groups; authorizing the officers to spend up to £2000 for this purpose, there being sufficient working capital available; a virement being made from general reserves.

BCC2025/027 Phasing of the capital improvement plan (CIL) for the centre.

RESOLVED

To delegate authority to the officers of the council to obtain budget quotations for all items highlighted as priorities in the report presented to the committee as "Appendix 10 – BCC Capital plan phasing V2 July 2025"

BCC2025/028 Future scheduled meeting dates for the committee

Noted.



BCC2025/029 Urgent information or Future Agenda Items

Cllr Richards was asked to arrange the loan of tables for the Horticultural Show to be held on Saturday 9th August.

There being no further business, the meeting closed at 9.00pm.

Date of next scheduled meeting: Thursday 23rd October 2025

Councillor Chris Parker

Chair of the Bryncae Community Centre Committee



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Bryncae Community Centre Committee (BCC) held by remote attendance at 7.00pm on Thursday 13th March 2025

The meeting was held in accordance with:

The Local Government and Elections (Wales) Act 2021

Present:

Councillors Rhys Jenkins, Chris Parker, Janine Turner, Andrea James, Robert Smith.

Non-councillor members: Jan Parker, Phillipa Story.

Apologies: None.

Absent: None.

Clerk to the Council: Leigh Smith.

BCC2025/00a Election of meeting chair.

RESOLVED

To elect Chris Parker as the Chair for the meeting.

BCC2025/001 Welcome and Apologies

The Chair welcomed all attendees.

BCC2025/002 disclosures of personal and/or prejudicial interests from members in accordance with the Code of Conduct.

None



BCC2025/003 Public Speaking

None

BCC2025/003a Election of Committee Chair and Deputy Chair

a) RESOLVED

To elect Chris Parker as the Chair of the Bryncae Community Centre Committee.

b) RESOLVED

To elect Andrea James as the Deputy Chair of the Bryncae Community Centre Committee.

BCC2025/004 Correspondence

None.

BCC2025/005 BCC Committee Action Plan

No actions to date.

BCC2025/006 Bryncae Community Centre finance report.

Noted.

BCC2025/007 Purchase of play equipment.

RESOLVED

To defer the item of business to a future meeting of the committee.

BCC2025/008 Phasing of the capital improvement plan (CIL) for the centre.

RESOLVED

To firstly address any issues given the priority rating of '1' in the report presented to the committee as 'Appendix 6 – Capital phasing plan V1'. The phasing of other items to be planned at a later date.



BCC2025/009 Reporting lines and Terms of Reference of the Bryncae Community Centre Working Group.

a) RECOMMENDED

For the Bryncae Community Centre Working Group to report to the Bryncae Community Centre Committee rather than full council. Its terms of reference to be amended to “to carry out any activities or work requested of it by the committee complying with the overarching terms of reference applied to working groups in the council’s Standing orders and elsewhere”. For the committee to have delegated authority to alter its terms of reference and membership in future.

b) RECOMMENDED

That Cllr Andrea James be added to the membership of the Bryncae Community Centre Working Group.

BCC2025/010 Quotations for an energy survey of the community centre to be undertaken.

RECOMMENDED

That the quotation provided by Hugh Caswell for £795 be accepted to undertake an energy efficiency audit for Bryncae Community Centre. The quote being the cheaper of the 2 received and comprehensive in scope. The information having been provided in ‘Appendix 8’, presented to the Committee.

BCC2025/011 Future scheduled meeting dates for the committee

RESOLVED

Future meeting dates to be decided on a meeting by meeting basis up until the annual meeting in May. Meetings to be scheduled quarterly thereafter.



BCC2025/012 Urgent Information or Future Agenda Items

None.

There being no further business, the meeting closed at 8:20pm

Date of next scheduled meeting: TBD

Councillor Chris Parker

Chair of the Bryncae Community Centre Committee

Re: Your booking confirmation for Bryncae Community Centre

From Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Date Tue 15/07/25 9:16 AM

To [REDACTED]

Dear [REDACTED]

Thank you for your email. I am so sorry to hear that you do not feel the hall will meet your requirements. In order for us to process your refund please will you supply bank details.

Many thanks

Rebecca

Rebecca Jenkins

Assistant Clerk

Llanharan Community Council

rebecca.jenkins@llanharan-cc.gov.wales

www.llanharan-cc.gov.wales

Tel: 01443 231430 / 07882 920422

From: [REDACTED]

Sent: 13 July 2025 4:08 PM

To: Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>

Subject: Re: Your booking confirmation for Bryncae Community Centre

Hi Rebecca,

Thanks for meeting me on Friday, it was appreciated. After viewing the hall, I'd like to cancel the booking. Due to it being quite a long time since we last used the hall I feel it is currently in desperate need of a freshen up and deep clean before using it for infants. Therefore i would appreciate a refund, however it will once again be a desirable venue once work has been carried out and would definitely give consideration to using it once again when all things have been carried out. Thanks once again.

Thank you

[REDACTED]

From: Martin Woodage <martin.woodage@stage-electrics.co.uk>

Sent: 23 July 2025 12:23

To: The Clerk <clerk@llanharan-cc.gov.wales>

Subject: Bryncae Community Centre - FOH Drapes & Track

Hi Lee, I hope you're well?

My name is Martin, and I'm a Technical Solutions Engineer at Stage Electrics and will be your point of contact going forward.

Thank you for requesting a site visit regarding the replacement of the FOH stage drapes and tracking system at Bryncar Community Centre. In order to begin putting together a quote, it would be really helpful if you could send over some photos of the current curtain track setup—particularly any details showing the fixing points, bends (if any), and a general overview of the stage area.

Once I've had a chance to review the images, I'll get back to you to discuss the next steps and whether a site visit would still be necessary at this stage.

Please don't hesitate to get in touch if you have any questions.

Best regards,
Martin

Martin Woodage

Technical Solutions Engineer

D: +44 117 937 9655 M: +44 7812 965686

800-900 Quadrant, Ash Ridge Road, Bradley Stoke, Bristol, BS32 4QA

→ **We have recently moved. Please update your records with our new address above.**

My working days are Monday to Thursday.

Visit our website: stage-electrics.co.uk | Connect on [LinkedIn](#) | [Facebook](#) | [Instagram](#)



As our working hours may differ, please reply at your convenience.
To read our full disclaimer, [please click here](#).

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

Oldway House
Porth Street
Porth
CF39 9ST



INVOICE

Llanharan Community Council
2a Chapel Road
Llanharan

CF72 9QA

VAT REG NO.: GB 666 6153 13

IF YOU HAVE ANY QUERY REGARDING
THIS INVOICE PLEASE CONTACT:

Corporate Estates
Ty Trevithick, Abercynon, Mountain Ash
CF45 4UQ
01443 281 187

Debtor Number: TE1916
Invoice Number: 3210132384
Invoice Date: 22/07/2025
Order Number:

<u>Description</u>	<u>Net Amount</u>
SLA recharge for Statutory Compliance in relation to Bryncae Community Centre for period 03.02.25 - 02.02.26.	£1,192.87
Buildings Insurance recharge in relation to Bryncae Community Centre for period 03.02.25 - 02.02.26.	£445.15
Total	£1,638.02
V.A.T	£0.00
Total Due	£1,638.02

PAYMENT FACILITIES

BY POST TO: OLDWAY HOUSE, PORTH STREET, PORTH, CF39 9DS
By BACS QUOTING SORT CODE 20-68-92 AND ACCOUNT NO. 20639427

CHEQUES PAYABLE TO
RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

FOR INTERNET PAYMENTS CLICK ON THE LINK BELOW AND SELECT
PAYMENT TYPE "SUNDRY DEBTORS"

<https://www.civicaepay.co.uk/RCTCBC>

LCDP bookings September

From Glyn Phillips <glyn@lcdp.org.uk>
Date Mon 21/07/25 2:01 PM
To Rebecca Jenkins <Rebecca.Jenkins@llanharan-cc.gov.wales>
Cc Katie Evans <katie@lcdp.org.uk>

Hello Rebecca, I hope you are well.

Following on from our conversation this afternoon, I wanted to confirm that from September 8th, LCDP will be relocating our Play and Youth provisions to Bryncae Community Centre.

This change is part of a wider plan to dedicate our main building exclusively to childcare services for the foreseeable future. In light of this shift, our other community services will now be delivered across various locations within the local area.

To provide some further context:

- Our Open Access Play services are available to children aged 5 to 14
- Our Youth Club is open to young people aged 11 to 25

We would like to extend our heartfelt thanks to you and your team for continuing to host and support our services from the current premises. Your ongoing support has been invaluable to us and the families we work with.

We are excited about the opportunities this transition presents and are confident that this change will allow us to better serve our community. We look forward to working together during this next phase.

Warm regards,

Glyn



Glyn Phillips

Play and Youth Coordinator

Tel: 01443 229723

Mobile: [REDACTED]

Email: glyn@lcdp.org.uk

Web: www.lcdp.org.uk



How did we do today?



This communication together with any attachments is intended only for the use for the addressee and may contain confidential information. If the reader is not the intended recipient please delete the email and contact our support team on 01443 229723 or Enquiries@lcpd.org.uk

Llanharan Community Council - BCC Action plan

Action no	Date added	Category	From	Action	Notes	Status	Owner
		BCC	BCC	Write BCC hire agreement for hirers to sign	Draft agreement to be considered by Committee 24.07.2025		
BCC2025/008	14.03.2025	BCC	BCC	<p>BCC2025/008 Phasing of the capital improvement plan (CIL) for the centre.</p> <p>RESOLVED</p> <p>To firstly address any issues given the priority rating of '1' in the report presented to the committee as 'Appendix 6 – Capital phasing plan V1'. The phasing of other items to be planned at a later date.</p>	Investigate		LS

11/07/2025

13:56

Llanharan Community Council FY25-26

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Detailed Income & Expenditure by Budget Heading 30/06/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Bryncae Community Centre							
1992 BCC Hire Fees	2,040	13,500	11,460			15.1%	2,040
Bryncae Community Centre :- Income	2,040	13,500	11,460			15.1%	2,040
4060 Council Tax	2,556	8,500	5,944		5,944	30.1%	2,556
4075 Telephone & Broadband	124	600	476		476	20.7%	124
4080 Electric	249	4,000	3,751		3,751	6.2%	249
4095 Cleaning Materials	0	370	370		370	0.0%	
4100 Cleaning Contract	333	2,500	2,167		2,167	13.3%	333
4110 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4135 Bank Charges	10	130	120		120	7.7%	10
4755 Energy - Gas	214	5,500	5,286		5,286	3.9%	551
4760 BCC Water Rates	0	1,000	1,000		1,000	0.0%	
4765 BCC Statutory Compliance Fees	0	1,000	1,000		1,000	0.0%	
4775 Consumables	55	350	295		295	15.7%	55
Bryncae Community Centre :- Indirect Expenditure	3,541	24,950	21,409	0	21,409	14.2%	3,878
Net Income over Expenditure	(1,500)	(11,450)	(9,950)				
6000 plus Transfer from EMR	3,878	0	(3,878)				
6001 less Transfer to EMR	2,040	0	(2,040)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				
Grand Totals:- Income	2,040	13,500	11,460			15.1%	
Expenditure	3,541	24,950	21,409	0	21,409	14.2%	
Net Income over Expenditure	(1,500)	(11,450)	(9,950)				
plus Transfer from EMR	3,878	0	(3,878)				
less Transfer to EMR	2,040	0	(2,040)				
Movement to/(from) Gen Reserve	337	(11,450)	(11,787)				

Appendix 5

To consider subscribing to a booking software package.

Proposal: to subscribe to HallWizard at a cost of £280 per annum or £28 per month.

See Business Plan, section 5 (Marketing and Outreach Strategy), “Plan to modernize the booking system to allow simple online booking and online visibility of current hires and activities in the hall”

Several possible software platforms were compared for cost, features and contractual terms. These are summarised in the table below.

A free trial was undertaken of HallWizard.

- Online booking calendar and enquiry form which members of the public can access in one click from the centre’s Facebook page or the Council website.
- It acts as a customer database, tracks payments, generates invoices, emails and reports and is simple to operate.
- The customer service is personal and efficient.
- See links: [customer facing calendar](#) and [booking enquiry form](#)

Key Features	Hallwizard	LemonBooking	Hallmaster	Rialtas	Planyo
Annual cost	£280 (or £28pcm)	£352	£265	£1000 set-up + £700pa	ca.£315
Accounting software integrated	incl	£36	£28.80	Incl with upgrade to Rialtas Omega	ca.£42
Payment software integrated	1% plus Stripe fees 20p + 1.5%	1.29% SumUp fees	£28.80 plus fees (eg Stripe 20p + 1.5%)	No	Available
Remote locking system	RemoteLock	Nuki	AllServices4 U & RemoteLock	No	Igloohome or Camptrac ca.£42
Terms	30 days notice	No contract period	12 month contract	3 yr min contract, 6 months notice	Subscription or commission basis

Integrating online payments would incur some extra costs:

For HallWizard, payments made via Stripe are subject to Stripe's standard fees (1.5% + 20p from a UK card) plus a 1% platform fee.

Examples

Payment	Stripe fee	Platform fee	Net receipt	Typical booking
£15.00	43p	15p	£14.42	1 hour class hire
£60.00	£1.10	60p	£58.30	2 hour child's party + deposit
£95.00	£1.63	95p	£92.42	3 hour adult event + deposit

Of course these fees also apply to refunds: a £30 deposit will cost 95p to refund, and a £50 deposit will cost £1.40

Annual impact

Typical annual income from one-off bookings	£1815
Cost if processed entirely through Stripe including refunds	£124
Cost if deposits refunded by BACS	£89

Block bookings cost less because of the relatively fewer transactions and deposits. At present block bookings account for around 85% of hire income.

Options:

- **Subscribe to HallWizard**

The set-up work and initial snagging have already been done for the free trial.
This is ready to roll out and can be fully operational immediately.

OR

- **Undertake a free trial of another platform**

Several hours of work are entailed in set-up and familiarisation.

- **Visibility**

Add a link to BCC Facebook page and LCC homepage.

- **Consider integrating Stripe payments**

It offers convenience to hirers, potentially increasing income generation.
Some companies charge a fee for Stripe payments, thus passing on the cost.
However this increases the complexity of the booking offer, as well as counterbalancing the convenience aspect.

Officers' recommendation:

Subscribe to HallWizard and add the Stripe integration.

Appendix 6

To consider a draft of a revised hire agreement

The draft hire agreement has been considered by members of the Working Group and their comments have been integrated into the draft below.

This revision reflects the transfer of management to Llanharan Community Council.

The main addition to the previous draft has been section 7, Late Payment Charges and Procedures – Regular Hirers Only.

Proposal:

To adopt this hire agreement with effect from 1st August 2025.



HALL HIRE AGREEMENT

July 2025

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17.0	Insurance & Indemnity
18.0	Termination
19.0	Emergency Procedures

OTHER DOCUMENTS:

Arrangement for the Serving of Alcohol

Hire Agreement Document

REMINDER – COMMUNITY MATTERS

1.0 INTRODUCTION

Llanharan Community Council warmly welcomes hirers and their guests to Bryncae Community Centre. Please read through these terms and conditions carefully and contact LCC if you have any queries.

The following terms shall be used in this document:

- **LCC** – Llanharan Community Council
- **Officers** – Employees of Llanharan Community Council
- **Hall** - The premises known as Bryncae Community Centre
- **Hirer** – Any organisation, group or individual entering into an agreement for hire/use of the premises

The Hirer is required to be at least 18 years of age.

Hiring the hall to any organisation, group or individual is at the absolute discretion of the Councillors of LCC.

Hirers and their guests are required to treat all users and staff with respect.

The Hirer must be present at all times during the hire period.

The Hirer must allow access to the premises to any of the Officers at all times during the period of hire.

2.0 FACILITIES

The approximate area of the hall is 400m² and the capacity is **300** people. The stage area is not included in hire unless specifically requested (at an additional charge).

Separate male, female, non-gendered and disabled toilets are available to hirers and their guests. There are also baby-changing facilities.

A kitchen is available for use if requested at time of booking.

Wi-Fi is available, subject to reasonable use.

The centre has a substantial car park. Hirers are asked to ensure that they and their guests park with consideration for all users and that the car park area is kept clean and litter free. Parking should be within designated parking lines to ensure access by emergency services.

It is the hirer's responsibility to ensure that the premises are suitable at time of booking.

NB none of the grassed areas are included in the hire. This public recreation space is the property of Llanharan Welfare (LRGT), whose permission should be sought before planning any installations.

3.0 BOOKINGS

Bookings can be made via the Bryncae Community Centre Facebook Page or the LCC website. Please give as much information as possible, including date and duration of hire (a complimentary ½ hour is allowed prior to event for set up and after the event for cleaning, clearing up), details of the proposed use and attendance numbers. Any DBS certificates, where applicable, must be presented at time of booking.

To reiterate, bookings will not be accepted from anyone under the age of 18.

Hire is not confirmed until full payment (one-off hire) OR a deposit (long term hire) has been received.

Hire, once confirmed, is granted based on details provided by the hirer at the time of booking. In the event of any variation of use by the hirer or failure to comply with the requirements of full disclosure, LCC reserves the right to cancel the booking without the return of any deposit paid.

LCC may, if deemed necessary, request additional information from the hirer.

LCC reserves the right to refuse any booking. This would include, but is not limited to, activities which are deemed:

- to be an inappropriate use of the hall
- liable to present a threat to public safety
- likely to create a disturbance or inconvenience to residents
- to conflict with any of LCC's policies or its aims and objectives
- liable to embroil LCC in disrepute.

LCC is not required to provide any reasons for refusing bookings.

4.0 PRICES

Hire charges are listed in the following table and are valid for bookings made up to 2 months in advance.

CHARGE	EVENT/USE	COMMENTS
£15 per Hour	All	Complimentary ½ hour prior to the event for set-up and ½ hour after hire duration for cleaning/clear-up. NOTE: HALF HALL OR HALF HOUR'S HIRE IS ONLY AVAILABLE IN EXCEPTIONAL CIRCUMSTANCES AND BY SPECIAL ARRANGEMENT

£50 Refundable Deposit	Adults' Party/Event	Refundable after inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£30 Refundable Deposit	Children's Party	Refundable after inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£50 Refundable Deposit	New long-term hirers	Refundable after return of keys, inspection and confirmation that hall is left in an acceptable condition. <i>See Damages, Decoration & Advertising and Cancellation Sections</i>
£25 one-off charge	Stage Area	By special request only

LCC reserves the right to increase hire charges or cancel the booking in which case any advance payments will be refunded to the hirer.

5.0 PAYMENT TERMS

5.1 ONE-OFF HIRERS

One-off hire is for a single event. Preferably, payment should be made online when booking.

Alternatively, a bank transfer may be made to LCC's bank account (details below) or a cheque may be presented quoting the invoice number on the back. Please note, in this event the booking will not be guaranteed until the payment has cleared.

Bank name	Barclays
Sort Code	20-18-27
Account Number	80778710
Account Name	Llanharan Community Council

5.2 REGULAR HIRERS

Regular hirers are those with **ongoing block bookings**. The minimum period is 1 month.

- The period must be booked **14 calendar days in advance**.
- The user will be invoiced one month at a time, for the period booked, regardless of whether they use the centre during those times or not. Reasonable requests for breaks within the block will be accommodated but must be made **at the time of booking**.
- Invoices must be paid **within 28 calendar days**, unless otherwise agreed in writing.
- Where a NEW regular block booking is requested the first 2 months can be paid on a week-by-week basis (in advance) to allow a trial period to assess viability.

6.0 LOSS OR DAMAGE PENALTIES

The hirer will be charged for:

- Loss or damage to property (*See Damages, Decoration & Advertising Section*)
- Additional essential cleaning which should have been carried out by the hirer
- Exceeding the agreed hire period duration
- Other costs incurred as a result of breach of contract by the hirer

An invoice for a Loss or Damage Penalty will be issued to the hirer. If this amount exceeds the deposit, an invoice will be raised for the additional amount. If this amount is less than the deposit, the remainder of the deposit will be refunded.

Long term hirers will be required to pay any balance before their next scheduled hire. The hirer will not be permitted further use of the centre until payment has been received in full.

7.0 LATE PAYMENT CHARGES AND PROCEDURES – REGULAR HIRERS ONLY

Late Payment Charges

If payment is not received by the due date, the following process will be initiated:

Reminders and Escalation

- **First Reminder:** Sent at **7 days overdue** – with a copy of unpaid invoice.
- **Second Reminder:** Sent at **14 days overdue** – including a **late payment administration fee of £15.00** and notice of interest charge.
- **Interest** will be charged at a rate of **2% per calendar month** on the outstanding amount, calculated from the day after the payment was due.
- **Final Notice:** Sent at **28 days overdue** – warns of potential suspension of bookings and referral to recovery procedures.

Suspension of Bookings

- If payment is not made after **28 days** from the due date, the hirer's future bookings will be **suspended without further notice**.
- The centre reserves the right to **cancel all upcoming sessions** until the account is settled in full, including any admin charges and interest.

Persistent Late Payments

- Hirers who fail to pay invoices on time **more than twice in a 6-month period** will forfeit their regular booking slot.

Appeals and Disputes

If a hirer wishes to dispute an invoice or request an extension, they must contact the Booking Team **in writing within 5 days of the invoice date**. Extensions may be granted at the Council's discretion but must be agreed in writing.

8.0 CANCELLATIONS

LCC reserves the right to cancel bookings if the hall is rendered unfit for the intended use.

In the event of any cancellation or termination of the hire, no liability shall fall upon LCC in respect of any loss sustained or expenses incurred by the hirer, or any other person, as a result thereof.

If the hirer cancels the booking following confirmation and payment, a refund of 50% shall be returned to hirer if the cancellation is more than 14 days prior to the event date. If the cancellation is made less than 14 days of the event date, no refund will be payable (unless the hall can be re-hired on same date/period).

Cancellations will only be accepted in writing and within the specified period for any refund to be processed.

9.0 DAMAGES, DECORATIONS & ADVERTISING

The hirer shall ensure nails, screws or other fixings are not driven into the walls or floors or into any furniture or fittings, or permit to be done anything likely to cause damage to the building or any such furniture or fittings.

The hirer shall report to LCC any damage occurring during the hire period, and shall repay on demand the cost of reinstating or replacing any part of the premises or any property, whatsoever, which is damaged, destroyed, stolen or removed during the hire period.

The hirer shall not display and shall ensure that no other person displays any advertisements relating to the hiring by affixing the same to or utilising the support of a lamp-post, guard rail, electricity relay box or any other item of street furniture except with the prior written consent of LCC.

No signs, posters, banners or similar shall be attached to any wall or other part of the building without the approval of LCC.

Where permission has been granted for placing signage, it should be fixed in the manner allowed by LCC and removed at the end of the hire period.

The hirer may not use the name Bryncae Community Centre or Llanharan Community Council in any way in connection with their business other than to specify the location.

The hirer or their guests (whether invited or members of public) may not distribute any leaflets outside the Centre without express permission from LCC.

10.0 EQUIPMENT & ELECTRICAL INSTALLATIONS

The hirer shall ensure all equipment including tables and chairs are returned to their original positions.

The hirer shall ensure any keys issued are returned as agreed at the time of hiring. Deposit will not be refunded until keys have been returned.

All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. LCC disclaims all responsibility for all claims and costs arising out of such equipment that does not so comply.

The hirer shall not alter, disconnect, or in any way interfere with the electricity nor install any additional lights in the premises.

The hirer shall not install any 'bouncy castle' or similar equipment inside the centre without prior consent and must provide public liability insurance certificates before booking is finalised.

LCC shall not be liable for any loss or damage to equipment brought in by the hirer or their guests.

Long Term Hirers may be allocated storage space for the provision of equipment used regularly. This shall be at the express agreement of LCC and must be stored safely in the allotted space only.

11.0 FOOD AND ALCOHOL

Hirers agree to comply with food hygiene laws where food is being prepared for service. No food is to be stored in the centre.

No food is to be cooked on a barbecue or any kind of cooking device inside or outside of the building. All food preparation must be undertaken in the kitchen area.

An Alcohol Declaration Form **MUST** be completed by all hirers at the same time as this agreement is signed. It states at the time of booking whether or not alcohol will be served or sold at an event.

If alcohol is being served or sold at the Centre, evidence that the appropriate licence has been obtained must be submitted to LCC prior to the event taking place.

Alcohol must not be consumed by anyone under the age of 18.

Alcohol must **ONLY** be consumed inside the building. It must not be consumed in the grounds or the car park area of the Centre.

12.0 ENTERTAINMENT AND NOISE LEVELS

The playing of music or other entertainment shall be restricted to the inside of the building and must cease by 11pm.

The hirer is responsible for ensuring that noise levels do not disturb local residents.

If amplified sound is used, LCC reserves the right to dictate acceptable volumes.

The centre may not be hired for any events involving entry tickets for admission.

The hirer must ensure the noise levels during arrivals or departures are not such as to cause nuisance or inconvenience to residents of neighbouring properties.

13.0 WASTE

The hirer shall ensure all areas are clean and free of litter. All waste must be disposed of in the correct receptacles provided.

The hirer shall ensure that no rubbish is left inside the building, in the car park, on the pavements or in the vicinity of the centre and that all litter is picked up and disposed of appropriately.

14.0 CLEANING

At the completion of the hirer's activity, all floors must be swept and spot-mopped so that the facility is left in a clean condition for the next event. Mops are provided and **MUST BE USED AS BELOW:**

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

Tables, chairs and other furniture must be returned to their original positions and all areas left in a clean and tidy state.

The hirer will ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.

Where cleaning of the hall is not to LCC's satisfaction or any damage has resulted from the cleaning, the hirer will become liable for any additional costs incurred.

Any property or goods belonging to the hirer remaining in the facility after the termination of the booking period will be disposed of at the discretion of LCC.

15.0 HEALTH & SAFETY

Hirers, guests and members of the public are obliged to comply fully at all times with the standard health and safety rules detailed in this document.

A stocked First Aid Kit is available in the kitchen. Any use of it must be reported - see below.

Any accident or incident that occurs on the premises must be reported to LCC as soon as practicable. This includes use of any First Aid or Fire equipment. Details must be recorded on a blank Accident form which will be available in the kitchen. The completed form must then be posted into the locked letterbox in the Reception area to comply with GDPR (General Data Protection Regulations). Contact details must be entered in case of query.

It is illegal to smoke anywhere in the building.

No candles or incense sticks may be used in the building.

Fire exits must be kept clear at all times.

Fire apparatus must not be interfered with except as necessary in the cause of fighting a fire.

16.0 SAFEGUARDING

The hirer is fully responsible for safeguarding of children (under the age of 18) and vulnerable adults where the parent or guardian of the child is not present during the hire.

Corporate/business hirers should have safeguarding policies that govern their organisation and ensure they adhere to those policies at all times and deal with any safeguarding issues that may arise according to the relevant central and/or local government guidelines.

17.0 EMERGENCY PROCEDURES

The hirer must comply with the Bryncae Community Centre's Emergency Procedures. These are listed here and also prominently displayed at the Centre. Hirers and their guests should familiarise themselves with the procedures.

The fire extinguishers provided are for use to assist your safe exit from the building in the event of a fire and are located as follows:

Water type (all **red** in colour) by the Main Front Entrance and the Fire Exits and in the kitchen – for use on wood, paper type fires only. Under **no** circumstances are these to be used on live electrical equipment.

ACTION TO TAKE IN THE EVENT OF FIRE

DISCOVERING A FIRE

Raise the alarm by operating the nearest **FIRE ALARM CALL POINT**.

As the Responsible Person you **must** ensure someone rings the **FIRE BRIGADE 999**.

FIRE EXTINGUISHERS are **ONLY** to be used by the public if a fire blocks their safe exit, is in its very early stages, small, contained, and only requires one fire extinguisher; **AND** the fire does not involve electrics or is not near live electrical equipment.

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Report to the **FIRE ASSEMBLY POINT** (car park) and stay there if safe to do so.

HEARING THE FIRE ALARM

Evacuate the building by the nearest escape route following the **FIRE EXIT** signs.

Close all doors behind you as you leave.

Report to the **FIRE ASSEMBLY POINT** (car park).

In Both Situations:

- **Evacuate quickly but *DO NOT* run.**
- ***DO NOT* stop to collect personal belongings.**
- ***DO NOT* re-enter the building until you have been told it is safe by the Fire Brigade or the Responsible Person.**
- ***Congregate in the car park and do not leave the scene until you have been accounted for by the Fire Brigade or responsible person (If safe to do so).***

18.0 INSURANCE & INDEMNITY

INSURANCE

The hirer must obtain their own public liability insurance to adequately cover all liabilities for the forthcoming event for which the booking is made and present it before the booking is finalised (bouncy castles, etc). The hall's own insurance will under no circumstances cover any liability for the hirer or anyone on the hirers' behalf.

INDEMNITY

The hirer agrees to accept full responsibility, to indemnify and keep indemnified LCC against any action, claim or demand whatsoever which arises or may arise as a result of the hire.

The hirer agrees to accept full responsibility and indemnifies LCC for the loss, damage or theft of any equipment, property or personal belongings.

The hirer fully indemnifies LCC of all responsibility for any safeguarding issues which arise during the hire and DBS certificates (where appropriate) should be submitted to LCC along with the hire form.

19.0 TERMINATION

LCC reserves the right to terminate any hiring in the event of any behaviour or action which is unlawful or damaging to the Centre or its members. If such termination takes place, the hirer will forfeit the deposit and fees paid.

If for reasons beyond the control of LCC (LCC having used all reasonable endeavours to avoid the same) it is necessary to close all or part of the building or cancel the booking, LCC may (without prejudice to the rights and remedies of either party in respect of any prior breach by the other) terminate this Agreement upon reasonable prior notice (which shall be no less than 48 hours save in the case of emergency when as much notice as is reasonably possible will be given) to that effect to the hirer and in that event LCC shall, unless there has been a breach of any of the conditions of this Agreement, return the due proportion of the amount paid for the use of the Centre but the hirer and other persons attending the booking shall have no further claim whatsoever against LCC in respect of such termination of the Agreement. ***See also CANCELLATION Section.***

In any event, and notwithstanding anything in this Agreement, LCC will not be liable to the hirer, its guests, employees, agents or contractors for any consequential, special, or indirect loss, loss of business profits or contracts or loss of reputations to the hirer in the event of cancellation of the function or termination of this Agreement by LCC.

20.0 CONTACT INFORMATION

All enquiries should be addressed to the **Bryncae Community Centre Booking Team**

Email: bryncaecc@hotmail.com

Phone: 01443 231430



ARRANGEMENTS FOR THE SERVING OF ALCOHOL

I/We* The Hirer, intend/do not intend*

to serve alcohol during the period of hire.....

On..... at Bryncae Community Centre

I/We* wish to:

- * a. Supply our own alcohol not for resale, for which a licence is not required
- * b. Supply our own alcohol for resale to our guests and have sought the appropriate licences from the relevant Authority.
- * c. Engage a publican or caterer who will apply for the necessary TENS licence/licences

Signed: Date:

* Please delete as appropriate

EVIDENCE OF THE APPROPRIATE LICENCE(S) MUST BE PROVIDED TO LLANHARAN COMMUNITY COUNCIL PRIOR TO THE EVENT TAKING PLACE



BRYNCAE COMMUNITY CENTRE HALL HIRE AGREEMENT

BETWEEN PARTIES:

(1) Llanharan Community Council

And

(2) The Hirer (PLEASE PRINT)

Name:

Address:

.....

.....

Contact Details:

I, The Hirer confirm that I have received, read and understood the Hall Hire Agreement. I agree to abide by the terms and conditions listed therein.

SIGNED:

PRINT:

DATE:20.....

BRYNCAE COMMUNITY CENTRE REMINDER - COMMUNITY MATTERS

It is important that the hirer reads and understands the full contents of the Hire Agreement, but here are a few important bullet points that all organisers and attendees should be aware of:

PLEASE CLEAN THE FLOORS AFTER YOUR EVENT AND LEAVE THE CENTRE AS YOU FOUND IT:

AREA TO BE CLEANED	MOP TO BE USED
TOILETS	RED
KITCHEN	GREEN
MAIN HALL & HALLWAYS	BLUE

FAMILIARISE ALL ATTENDEES WITH EMERGENCY/FIRE PROCEDURES

**FIRE ASSEMBLY POINT:
CAR PARK**

**NO
PERMISSION
- NO
ALCOHOL!**

**SWITCH
OFF
LIGHTS &
POWER**

**RETURN KEYS AS
AGREED ON
BOOKING**

STAY SAFE

Report any accidents!

**REPORT
ANY
DAMAGE**

**REPORT ANY
ISSUES TO
THE BCC
TEAM**

**PUT EVERYTHING BACK
WHERE YOU FOUND IT**

**PLEASE DISPOSE
OF ALL WASTE IN
THE CORRECT
CONTAINERS**

**LOCK
UP**

**PLEASE RESPECT
LOCAL
RESIDENTS**

**HAVE FUN!
(It's the law
here 😊)**

Appendix 8

Notes on the implications for VAT registration of the provision of children's party hire packages (inflatables etc.)

Leasing the community centre itself is not subject to VAT

The leasing of a building is a licence to occupy land, and as such is not subject to VAT (Section 31 of the VAT Act 1994, Schedule 9).

For example: hiring out a hall or other accommodation for meetings or parties and so on (but not wedding or party facilities where the supplier does more than supplying accommodation, for example by assisting with entertainment and arranging catering), the use of a kitchen area, lighting and furniture can be included (VAT Notice 742).

If fixtures and fittings are included with a building or land they are not treated as separate supplies for VAT purposes. Fixtures and fittings are regarded as part of the overall supply of the accommodation and any charges for them are normally included in the rent.

Leasing party equipment would be subject to VAT

Examples of items that are standard-rated taxable supplies are:

- particular services you make a separate charge for
- fixtures and fittings provided under a separate agreement
- equipment, such as sports racquets and nets, provided along with the hall

We would have to register for VAT

Businesses must register for VAT when the total value of their taxable supplies goes over the current registration threshold of £90,000.

However (VAT Notice 749) local authorities are required to register for VAT if they make any taxable supplies, *whatever the value of those supplies is*. HMRC enforces this where it's anticipated that output tax will reach £1,000 a year.

(For VAT purposes the term 'local authority' includes community councils.)

While VAT is at 20%, this means that HMRC would enforce VAT registration once annual income from party equipment reached £5000 – such as one party a weekend at £100.

RCT leisure centres charge £170 for a party. So it's highly likely that this threshold would be met.

The implications of registering for VAT (from VAT Notice 706)

Registering for VAT requires the keeping of records and accounts in order to calculate correctly the amount of VAT to be paid or reclaimed.

If you make both taxable and exempt supplies and incur input tax that relates to both kinds of supply, you're classified as 'partly exempt'. Partly exempt businesses must undertake calculations which work out how much input tax they may recover.

Records must enable you to work out the amount of input tax you can recover in each tax period and in each tax year. You must also keep any other records that you use to calculate your recoverable input tax.

This is a complex field and the officers are seeking advice from the Parkinson Partnership LLP, national specialist in VAT for parish, town and community councils in England and Wales.

Appendix 9

To consider the purchase of play equipment to facilitate the provision of Children's party hire packages (Inflatables etc.)

Proposal:

To delegate authority to the officers of the council to purchase suitable and appropriate play equipment and inflatables for the provision of a 'party pack' hire option for the Community centre, with options for different age groups.

To delegate a budget of up to £2,000 for the purchase of such equipment.

Examples given below:



To consider phasing of work.

Key:



Ref	Source	Sub-element	Item	Condition/Priority	Original est +20%	Location	Defect/Remedy	Further notes
1	RCT condition report 2021	Internal Decoration	Walls/Skirting Boards & Doors	B2	£6,720	All areas	Internal decoration - Part of cyclical period, remedial action required within 3-5 years	
2	RCT condition report 2021	External Decoration	Walls/Plinth	B2	£5,100	All areas	External decoration - Remedial action required within 1-2 years to preserve existing finish.	
3	RCT condition report 2021	Roof Guttering	Gutters	B2	£0	Front Elevation	Roof guttering - Damaged & buckled, replace within 1 year.	
4	RCT condition report 2021	Metal Doors	Fire Escape Doors & Frames	C2	£4,200	Rear Elevation	Showing signs of rusting and deterioration, renew within 1 year.	
5	RCT condition report 2021	Floor Coverings	All floor types	B2	£21,900	All Rooms	Showing signs of wear, look to replace 3-5 years on rolling programme.	
6	RCT condition report 2021	Electrical	Distribution	B2	£120	Plant room	Provide distribution chart	
7	RCT condition report 2021	Electrical	Lighting	B2	£15,000	All areas	Gen lighting maint. Replace all with LED. Replace outdoor lighting with columns.	Completed
8	RCT condition report 2021	Electrical	Fire alarm system	B2	£1,200	Toilet areas		
9	RCT condition report 2021	Electrical	Intruder alarm system	C2	£6,000	All areas		
10	TPG condition report May 2022	Roof covering	Roof sheets	B2	£8,500		Engage a specialist roofer with scaffolding to review the condition of the roof sheets, boxed guttering and downpipes and provide a quotation for options to renew the roof or repair with ongoing maintenance options. The option to repair and maintain the roof is considered below but it may be more cost effective over the long term to renew the roof. i. Remove nail fixings that are not proprietary fixings and corroding and use proprietary screw fixings to tile effect sheets and the ridge and the verge. ii. Review impact and buckled damage to roof sheets and repair or replace damaged sheets. iii. Apply a primer, seal and topcoat to any rust spots or corrosion. The rust spots should be properly prepared in accordance with the paint manufacturers recommendations and the finish should be to a colour to match the existing	The roof is a pitched roof with the effect lightweight metal roofing sheets. Each sheet is approximately 2 metres wide, and the surface finish is coated with a coarse sand mineral colour to appear like man made concrete tile. To minimal isolated locations the metal sheet coating is thin. This increases the risk of the metal sheets corroding. There are numerous areas of lichen growth to the sheets and in various isolated locations there are loose rocks, stones, balls and other debris that have been thrown on to the roof. Although no corrosion was seen this should be monitored as there is a risk the roof sheets will eventually start to corrode, and this can lead to roof leaks in 5-10 years' time. There is impact damage to the roof, and this should be reviewed as it is likely to have been caused by workman and youths accessing the roof and walking on the roof sheets. The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion. The roof sheets have been given a condition rating of 2 and consideration should be given to isolated repairs to limit further corrosion. Specifically the removal of lichen growth and loose rocks/stones etc., and debris and re coating of some sheets where coating has become thin. May cause problems of corrosion in 5-10 years if not treated. It may be prudent to engage a contractor who specialises in the maintenance and repair of metal roofs. Note: The roof cannot be walked on.
11	TPG condition report May 2022	Roof covering	Roof sheet fixings	B2			Service and ensure roof vents are in good order and repair and clean grilles to underside in Main Hall	The metal sheets have been fixed using nails and in some locations the nails are bent, buckled or loose. This is not a conventional method of fixing metal roof sheets, and the number and type of fixings is insufficient. The standard method of fixing a metal roof sheet is to use proprietary screw fixings. The nail fixings are corroding and have a condition rating of 2 with consideration that these fixings are a point of failure and may require replacement to prolong the life of the roof sheets. Consideration should also be given to wind uplift which may occur in strong winds. Wind lift can occur with negative wind pressures that force roofs in an upwards direction and may cause the sheets to reverberate. Under normal circumstances a roof is not lifted and remains fixed in position. However, as this is a lightweight metal roof sheet with fixings that are corroding in a location where there is a higher risk of wind uplift there is a significant risk of wind lift to the roof. This wind uplift phenomenon was seen to have occurred along the edge of the roof to the verge particularly to the verge sheets closest to the eaves detail and nail fixings have popped up. L5 - Consider refixing using proprietary screw fixings. It may be prudent to engage a contractor who specialises in the maintenance and repair of metal roofs. Note: The roof cannot be walked on. Est remaining life of roof - 10 years.
12	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2	£8,000		Consider measures to prevent future damage to guttering from youths hanging on it and/or trying to access the roof.	The guttering is a metal boxed gutter plastisol coated and dates to when the building was first built, but it is distorted and damaged potentially from youths accessing the roof and putting weight on the gutter by either standing on it or hanging on it (by hand). This is evident to all lengths of guttering and there is a serious risk of both damage to guttering and injury to youths if this continues. You should review this and take action to prevent damage or injury.
13	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Clean out guttering and seal all joints Repair/replace all guttering. Replace fixings and repair joints.	Trees to the northern boundary over sail the roof and there is a build-up of debris and loose material (including bottles, balls, cans etc) within the gutter that needs to be cleaned out and joints properly sealed. The trees should be maintained to a lower height, so they do not compromise the roof and gutters.
14	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Repair/replace all vertical rainwater pipes and replace fixings and repair joints.	The gutters are out of alignment due to damage and consideration should be given to removing the guttering and for repairs to be undertaken to straighten, correct the falls and reinstate the guttering. The metal fixings are corroding with some replacement fixings evident, and some joint repairs were seen. You should consider renewing fixings and joints when next undertaking works to the guttering.
15	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Arrange specialist cleaning of guttering, pipes fascias and soffits to clean and prevent further deterioration.	The vertical rainwater pipes are metal box rainwater pipes plastisol coated and in the same condition as the gutters with respect to fixings, joints and slight damage. Leaks were evident to some pipes at low level. All of the rainwater goods require repair, and the rainwater pipes and brackets have a condition rating of 2.
16	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit	Guttering, fascias, soffits	B2			Schedule surface water drainage system cleaning as and when required.	All the plastisol coating to gutters, pipes, fascias and soffits are discoloured and have surface fungal growth and lichen and should be cleaned in the normal way by a specialist cleaning contractor to prevent further deterioration of the surface
17	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit		B2			Review and action prevention measures to stop youths accessing the gutters and roofs. Cut back the trees that over sail the roof. OR Replace all guttering, downpipes, fascias and soffit. Review and action prevention measures to stop youths accessing the gutters and roofs. Cut back the trees that over sail the roof	The rainwater pipes discharge into a gully and in all cases these gullies are sealed and could not be inspected. Because the gutters are blocked with debris and silt it is recommended that the surface water drainage system is inspected and cleaned by a specialist contractor. These gullies require regular maintenance and should be kept clear and free flowing. A condition rating of 2 is given to the gullies.
18	TPG condition report May 2022	Rainwater Goods, Fascia and Soffit		B2	?		Rub down and paint roof canopy support leg at main entrance.	The roof forms a canopy soffit over the external entrance area and this is the same condition as other soffits however the structural support for the canopy soffit is painted and has surface corrosion and should be maintained in the normal way and redecorated.
19	TPG condition report May 2022	External walls		B2 B	£1,500		Carry out repairs to external render at corners and where minor cracking has occurred. Engage a specialist contractor to repair minor damage and cracks to render and remove all lichen and marks prior to redecorating the render. Repaint external walls.	The render is Condition 2 and has been painted but is faded and discoloured with lichen growth and stains together with extensive graffiti to the south and west elevations. Some very slight cracking is evident together with slight impact damage to corners with render bead exposed and corroding but considered minor and should be repaired in the normal way. There are vertical movement joints to the rendered walls, and these are showing early signs of becoming brittle and perishing. The walls to the west elevation are used by youths playing football and impact damage and muddy football marks are evident throughout this wall. The walls should be repainted and repaired in the normal way and when repainting consideration should be given to using a type of paint that allows graffiti to be washed off easily.

20a	TPG condition report May 2022	External windows		B2	?		Cut out and replace mastic joint (windows to external reveals).	All windows to external walls are metal framed double-glazed windows and in a fair condition with a Condition rating of 1. The windows are original windows and because of their age will be susceptible to failure of the sealed double-glazed sections but no evidence of this was seen at the time of our inspection. Some of the windows have opening casements with no trickle ventilators. The windows are sealed to the external reveals with a mastic joint which is aged, and consideration should be given to cut out and replaced in the near future to prevent water ingress from the outside. The high-level windows to the Main Hall to the south elevation are operable using a manual winder mechanism however this is broken and requires repair and have a Condition Rating of 2.
20b				D			Repair high level window opener mechanism.	
21	TPG condition report May 2022	External doors	Entrance and south facing fire doors	B2	?		Service main entrance doors and south facing fire doors to ensure correct adjustment and sit correctly in the frame. Adjust south facing fire exist doors to ensure they do not rattle in the frame.	External Doors II: The main entrance door and frame and the south facing double fire exit door and frame are metal framed double-glazed top and bottom doors in a fair condition and should be maintained in the normal way with a Condition Rating of 2. Both sets of doors should be serviced to ensure they are adjusted and sit correctly in the frame and in particular the double fire exit doors to the south elevation require some adjustment so that they do not rattle in the frame.
22a	TPG condition report May 2022	External doors	North facing fire doors and Boiler room doors	C1	?		Doors, frames and opening mechanisms - Repair or replace.	The fire exit doors to the north elevation and to the boiler plant room are solid steel doors from the main hall and still have their original spray-painted finish that is pitting and has surface corrosion evident. These doors have a Condition Rating of 2 and require extensive preparation and some adjustment prior to painting with some localised cutting out of the rusted frame and thresholds and repair and part replacement of the opening mechanisms as they are defective. If this work is not undertaken soon, it would be more economical to remove and replace the door frames as they will have corroded beyond repair. Note that the plant room door has a side panel that has corroded beyond repair and should be replaced. On the inside face of the double fire exit doors to the north elevation the push bar mechanisms and top hung stays require overhaul and some replacement as they are defective.
22b							Replace side panel to boiler room door.	
23a	TPG condition report May 2022	External grounds		C2	?		Consider repaired low points in car park with new tarmac to level off the surface to the correct falls, to prevent undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars.	There is a pavement that goes around the outside of the building and leads to the car park which is tarmac and is Condition 1. The car park is tarmac and is Condition 2 and has undulations where the surface is subsided with hollows forming and water and silt pools in the low points causing a hazard to pedestrians and cars. These areas should be repaired with new tarmac to level off the surface to the correct falls. There are some grass areas, and these should be maintained in the normal way. The trees and shrubs between the building and car park are bounded by metal railings and these trees and shrubs should be maintained in the normal way but to a lower height so that they do not compromise the building gutters and roof. There is some lighting externally to the car park and paths, and this is controlled via the plant room distribution board but was not tested. Some light fittings have been removed to pavement bollards and the internal electricians are exposed and you should ensure these are properly isolated or repaired with lighting reinstated. There are some bins (general and dog waste) around the car park. You should ask your legal advisers to confirm if you are liable to maintain adequate lighting and bins to these external areas during hours of darkness whilst the building is not occupied. The current key holder advised that some local residents have complained that it is too dark to walk their dogs in the evenings. It was noted that there is a gate at the end of the path leading to the car park but the gates to the paths around the building are missing and posts damaged. The public are using these paths around the building and ground generally thus creating an implied right of way. You should discuss this with RCT as the freeholder and reinstate the gates to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.
23b				B2			Inspect trees and shrubs between the building and car park to check of lowering or trimming required that they do not compromise the building gutters and roof.	
23c				A3			Speak to RCT (rights of way) ads the freeholder as to whether to reinstall gates around the centro to prevent a permanent right of way being created. You should take advice from your legal advisers regarding this.	
23d				A3			Re-white-line the car park.	
24a	TPG condition report May 2022	Internal walls		D1			Investigate lack of fire compartmentation in office, kitchen and ancillary toilets. Review whether this is covered in the fire risk assessment and the options to mitigate this. Including replacement/refitting of the fire blanket in the kitchen and/or further work to the office, kitchen and ancillary toilet if required.	The walls internally are constructed from concrete blockwork. These internal walls would normally form part of the fire compartmentation fire strategy for the building however the walls for the office and kitchen and ancillary toilets do not continue to the underside of the roof structure. It can be seen that the kitchen has had a fire blanket retrospectively fitted to close the gap between the top of the wall and underside of the roof, but this has been poorly fitted with gaps evident. Even though these rooms appear to have fire doors fitted it should be concluded that these rooms do not have suitable fire compartmentation, and this should be reviewed in the fire risk assessment. However, the general condition of these walls is good and generally have a plastered and painted finish and have been given a Condition Rating of 1 with Further Investigations with respect to fire compartmentation required. These walls should be maintained in the normal way and redecoration of these walls should be planned soon to remove all scuff marks.
24b				D1			Investigate where services penetrate internal compartment walls as some service holes have not been adequately fire-stopped and requires remedial work. The fire RA should also consider this. (Include wall between main building and boiler room)	
24c				B2			Redecorate all inside walls (and ceilings and woodwork)	
25	TPG condition report May 2022	Internal walls		B2			Make good areas of the structural supports to the head of the wall for the folding wall.	There is a dividing folding wall to the Main Hall to allow it to be used by two community groups at the same time. The wall was not tested however we were advised by the current key holder that it is operable. However, the structural supports to the head of the wall were previously reported as defective and we have been told that RCT recently engaged a contractor to undertake repairs and provide additional structural support to this folding wall. Some of the making good has not been completed and you should request information from the vendor about which contractor was engaged and what works were undertaken as there may be a contractors guarantee for the works done. Note that the structure was covered by plasterboard, so it was not possible to verify the effectiveness of the current structural support for this dividing wall.
26	TPG condition report May 2022	Internal floors		B1			Repair minor holes in concrete floor between main hall and western store room to prevent enlargement. (Check for others).	The internal floors appear to be solid concrete but could not be inspected as it is generally covered with sheet vinyl with welded seams. There were no significant defects seen generally to the floors and any slight undulations to the floors are minor and typical. The vinyl floor coverings are faded and showing signs of scuff marks and wear with some welded seams showing early signs of opening up however these floors have been given a Condition Rating of 1 and should be maintained and cleaned in the normal way. Note that the vinyl coverings to the toilets and kitchen have antislip properties and to retain some slip resistance the floors require cleaning in accordance with manufacturer's instructions.
27	TPG condition report May 2022	Bathroom fittings		B2			Cut out and replace all sealant around sanitary fittings.	The toilet fittings are mostly original fittings in a good to fair maintained condition. There is a suitable and sufficient disabled toilet and baby change room with child's WC toilet and sink. All fittings should be maintained in the normal way. Sealant around the edges of sanitary fittings were fair to poor and these should be cut out and renewed around the edges of fittings to prevent excess water from seeping behind and affecting adjacent surfaces (including wash hand basins to wall junctions and WCs to floor junctions).

28a 28b	TPG condition report May 2022	Woodwork and internal doors		1 1			<p>Review whether the kitchen/main hall roller shutters are fire shutters? If so they must be closed when the building is unoccupied. If not they compromise the fire compartmentation between the kitchen and main hall and this should be reviewed in the risk assessment.</p> <p>Arrange service for roller shutters if necessary (Difficult to open and close - H&S risk)</p>	<p>The joinery items consist of skirtings, door frames, internal timber doors, and the timber structure that forms the stage. Internal doors are generally prefinished wood laminated solid fire doors and in a fair to good condition with some typical scuff and scratch marks and have a Condition Rating of 1. All doors are original and should be maintained in the normal way. Door frames, skirtings and other woodwork generally is painted and in a fair condition with numerous scuff and impact marks that is typical for a property of this type. All woodwork previously painted should be planned to be redecorated soon and all doors should be maintained in the normal way and kept in good condition. There are two roller shutter doors to servery openings to the wall for the kitchen. It was not evident that these are fire shutters and appear to compromise the fire compartmentation between the kitchen and Main Hall however this should be reviewed in the Fire Risk Assessment. One roller shutter was locked shut and one was fixed open so were not tested. Note that there were no damp affected areas seen to walls floors or woodwork with moisture readings taken using a Protimeter with readings in the normal range below 14%H2O WME.</p>
29	TPG condition report May 2022	Gas supply		2			<p>The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Mark this on a plan.</p>	<p>Gas pipework comes into the building to the left side of the plant room door the housing for the gas meter is external. The gas meter lid is cracked and the gas meter housing that is external to the plant rooms has previously been flooded and is part full of silt and mud from the flooding. This should be cleaned out and consideration should be given to changing the housing and raising the height and lid so that flood waters cannot enter it. The shut off valve that supplies the gas meter and boiler is not suitably marked and should be marked yellow with the word 'GAS' with the mains cut off valve made readily identifiable. Apart from the boiler there are no other gas functioning appliances in the property. A Gas Safe engineer must undertake a service and gas soundness test every 12 months to certify the installation as safe before further use. You should consider that long term there is intention to phase out the use of gas fired boilers and appliances and replace them with environmentally friendly and energy efficient air source heat pumps. You may find that these new heat pumps are not compatible with your existing systems so it is recommended that you review this as soon as possible as replacement could be costly.</p>
30	TPG condition report May 2022	Boiler room and general heating systems		B2 B2 B2			<p>Arrange service/inspection of underfloor heating system by a competent engineer.</p> <p>Review and consider further pipe lagging and background heating on a frost thermostat.</p> <p>Replace cage to external flue and bracket on the external condenser pipe.</p>	<p>The boiler plant room is accessed externally. A new Ideal Logic System 530 boiler has recently been installed and you should obtain the installation certificate from the Vendor as there will be a manufacture warranty of up to 12 years and you should check what the length of the warranty is and you should ensure this boiler is registered as installed with the manufacture. A Condition Rating of 1 is given to the boiler and you should plan to have it serviced by a Gas Safe Engineer annually. The heating to the building is via an underfloor heating system that is an underfloor pipe system controlled via a Heatmiser system. There were no records for this system onsite and no records of testing. Although some underfloor heating systems can be maintenance-free it is recommended that regular servicing is undertaken to ensure the ongoing running and efficiency of the system with the controls, pump and temperatures checked and set. A Condition Rating of 1 is given and this system should have a maintenance service visit by a competent engineer. There is no heating in the boiler room and as the building is often left empty there is a risk that heating plant and the boiler will be off. There is a risk of freezing within the plant room and to water pipes in the building generally and this should be reviewed with consideration for additional pipe insulation and background heating on a frost thermostat. Other observations included that there is a cage missing externally to flue. There is a bracket missing to the condensate pipe externally.</p>
31	TPG condition report May 2022	Mains water		B2			<p>Enquire with RCT as to the entry point and stop cock location. Label the Mark the stop cock location on a plan.</p>	<p>It could not be established where in the building is the connection to the mains water supply. You should make enquiries with the Vendor to establish the entry point and stop cock location. It is recommended that an ID label is tied to the stop cock and recorded in the plant room so that it is identifiable to occupants. There are no water tanks in the building and the cold-water taps are supplied as a direct mains fed system. As the property is often empty for periods of time and the heating may be switched off you should review the risk of freezing pipes and insulate any pipes that are at a risk of freezing. We referred to the Legionella site logbook and found that risk assessments and quarterly inspections were not fully compliant. There is no evidence of weekly flushing of little used outlets and further action is required to rectify all remedial works listed in the legionella risk assessment. You should engage a competent person to undertake a new risk assessment of the water supply throughout the building.</p>
32a 32b	TPG condition report May 2022	Hot Water supply		B2			<p>Check that Ariston hot water tank is tested annually and also for legionella annually.</p> <p>Ensure the capacity of this vessel is included in the energy efficiency survey.</p>	<p>Hot water is provided to sinks from the boiler to hot taps and there is an Ariston unvented hot water storage system within the boiler room. This should be inspected and tested by a competent service engineer annually and also by a competent legionella surveyor annually. Consideration should be given that the site is storing a significant amount of hot water that is greater than demand and you should review this to improve energy efficiency and reduce legionella risks.</p>
33a 33b	TPG condition report May 2022	Ventilation		B2 B2			<p>Arrange for a service and inspection of the ventilation system (including cleaning). Note-safe roof access required.</p> <p>Request instruction on operation of ventilation system.</p>	<p>The ventilation system was not tested however visually appears to have not been cleaned or serviced with ventilation grills matted with dust and dirt therefore a Condition Rating of 2 is given. The ventilation system enters the building through the external wall to the east elevation and the ductwork fans and heater elements are within the high-level ductwork within the storeroom adjacent to the Main Hall Stage. There is some impact damage to the ventilation external grilles from youths' footballs and these grills should be replaced with consideration given to protecting them with external cages.</p> <p>The ventilation system serves the toilets, cleaners' cupboard and kitchen but the office ventilation is via openable windows and ventilation to the Main Hall is via roof fans.</p> <p>The roof fans do not appear to be serviced as the grills are matted with dust and dirt. The roof fans are operated via a switch within the storeroom off the Main Hall and were functioning.</p> <p>You should arrange for all ventilation systems to be checked for full operation and you should request instruction on how to control the ventilation system and it should be serviced by a competent engineer and consider that safe roof access will be required to service the roof fans.</p>

34a				1			Arrange comprehensive review of current risk assessment (include aspects noted in the measures identified above, including fire compartmentalisation).	A conventional 8 Zone fire alarm panel is installed to the entrance foyer and an alarm test was undertaken whilst surveying the building. There is good smoke / heat detection throughout the building. The system appears to be operational, and you should test the alarm system weekly and engage a competent engineer to service and test the system 6 monthly and annually. The fire zones are Zone 1 – Main Hall and Storeroom; Zone 2 – Entrance, Office, Kitchen & Cleaners Cupboard. Zone 3 – Toilets, Stage, Storeroom & Rear Lobby and Zone 4 – Boiler House. You should engage a qualified and competent fire risk assessor to review the current fire safety systems generally and to produce a new fire risk assessment and then review this annually using a competent person. It was noted that there are some door hold open devices that did not release doors to close when the fire alarm system was tested and there are numerous door wedges holding open fire doors. You should review this and ensure that all fire doors are kept closed.
34b	TPG condition report May 2022	Fire and safety systems		B2			Arrange inspection and repair of the door-hold open devices and remove all door wedges.	It is noted that there is no sprinkler system within the property, and I would not expect to see such a system within this property type. Whilst inspecting the stage area to the Main Hall it was reported to me that the stage curtains are fire retardant however on inspection there were no tags or labels to confirm this, and you should ask your legal advisers to request evidence that the stage curtains comply with the fire regulations.
34c				D1			Obtain evidence that the stage curtains are fire resistant. (There are no tags/labels).	
35	TPG condition report May 2022	Security		B2			Consider current security measures/arrangements including the use of the intruder alarm (currently not used) and external shutters.	There are no security bars or external shutters fitted to windows or glazed doors and the security locks to these doors are considered to provide a low level of security. We have been informed that the Intruder Alarm system is not used within the property because false alarms resulted in complaints from local residents. The Intruder Alarm system has not been tested. We consider that the building is in a remote location as it is not overlooked, and vandalism is a medium to high risk. We recommend you review the security risks for this property and consider improving the level of security systems and protection and consider involving the police with your discussions.
36	TPG condition report May 2022	Environmental		B2			Arrange energy efficiency and EPC survey.	An EPC for the building was not supplied and has not been inspected and this should be obtained and checked by your legal adviser as a minimum of E rating is required for tenanted commercial buildings. It is expected that this building will be above an E rating however consideration should be given that consultation is being had in the UK that a minimum EPC rating of a C may be required by the time the lease is due for renewal. No inspection and test have been made of any sound or thermal insulation and compliance with present or future regulations for the use of the building must be considered and you should ask your legal advisers to advise you on this. Because we could not access the roof space above the composite roof sheets, we are unable to inspect if any loft or roof insulation is present.
37	TPG condition report May 2022	Health, safety and welfare.		B2			Review access arrangements at front door including powered access.	Access and Equality (DDA) FI – there is good level access to the building and within the building generally and physical and visually impaired persons are reasonably well accommodated. The front door would be difficult to open by some persons and you should review the access and egress of the property for DDA in a risk assessment and consider improving the entrance door to either a powered door or as a minimum affix a method of calling for assistance to enter the property.
38a	TPG condition report May 2022	Statutory inspections		1			Review dates of previous and planned inspections for: Fire (including fire extinguishers, emergency lighting, fire alarm and detectors etc.) legionella, Gas safety, electrical safety (EICR), hot water vessel, PAT testing etc.... Check all reports for reported defects.	
38b				1			Draw up a written scheme for all weekly/periodic documented tests required of council staff and a diary to ensure statutory inspection deadlines are monitored in future.	

Priority key	
A	Good - performing as intended
B	Satisfactory - Performing as intended but exhibiting minor deterioration.
C	Poor - Exhibiting major defects and operating as intended but with a serious risk of imminent failure.
D	Bad - Life expired and/or not operating as intended.
1	Immediate remedial action or replacement required (default priority for condition grade D)
2	Remedial action required within 1-2 years
3	Remedial action required within 3-4 years
4	More than 5 years before remedial action required (default priority for condition grade A)

Appendix 11

To consider future scheduled meeting dates for the committee up to the date of the annual meeting.

Proposal:

Meetings to be held on 23rd October, 29th January 2026, 30th April.