

BARLING MAGNA PARISH COUNCIL

Council Meeting – 14th September 2017

Agenda Item 7a. - Cheque Payments

Cheque No	Payee	Description	Initial	Initial	Amount
200494	D.M.Foster Ltd	Additional work at the Parish Hall			3,000.00
200495	Ernest Doe & Sons Ltd	Repair to tractor mower			309.99
200496	Scribe 2000 Ltd	Bookkeeping software licence renewal			339.60
200497	Eastern Security Ltd	Attending to fire alarm ahead of parish hall works			148.80
200498	R W S Electricare	Electrical works to the Parish Hall (2 invoices)			819.00
200499	AJR Eco Ltd	New boiler and radiator installation at parish hall			8,150.70
200500	Post Office Ltd	HMRC / PAYE deductions (2 nd quarter)			546.27
Standing Order	G Gates	Net salary			360.00
200501	I King	Net salary			581.27
200502	I King	August expenses			74.18
Direct Debit	E.on	Power for street lighting			310.36
Direct Debit	NWG Business	Water for Wildlife Reserve			20.40
		Total payments for August 2017			£14,660.57

- Supporting documentation will be available for inspection at the Council meeting
- All amounts include VAT where applicable.
- Please note that we continue to hold the raffle takings from the Fun Dog Show, pending detailed instructions on how this is to be donated.

Issued 8th September 2017

Barling Magna Parish Council

	Bank Reconciliation at 04/09/2017		
	Cash in Hand 01/04/2017		
			46,567.25
	ADD		
	Receipts 01/04/2017 - 04/09/2017		98,736.83
			145,304.08
	SUBTRACT		
	Payments 01/04/2017 - 04/09/2017		71,808.84
A	Cash in Hand 04/09/2017		73,495.24
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	31/08/2017	0.00
	Santander 41684481	31/08/2017	0.00
	Santander 39584483	31/08/2017	0.00
	Co-op 65592760	31/08/2017	48,611.79
	HSBC 42066580	31/08/2017	0.00
	Co-op 65592773	31/08/2017	32,729.92
	HSBC 81375512	04/09/2017	2,357.10
			83,698.81
	Less unrepresented cheques		
	As attached		10,203.57
			73,495.24
	Plus unrepresented receipts		
	As attached		0.00
B	Adjusted Bank Balance		73,495.24
A = B Checks out OK			

Barling Magna Parish Council
Uncashed payments\transfers out (All banks)
(Upto 04/09/2017)

Voucher	Date	Cheque No.	Description	Total	Bank
98	31/08/2017	200484	Annual Membership	10.50	Co-op 65592760
102	31/08/2017	200488	Village Hall Repairs	10,173.07	Co-op 65592760
112	31/08/2017	200493	Hall Rental	20.00	Co-op 65592760
Total-----				10,203.57	

BARLING MAGNA PARISH COUNCIL

Report to: All Councillors

Report from: Parish Clerk

Date: 14 September 2017

Subject: Council priorities for the period to April 2019

1. Purpose

- 1.1 One of the lessons of my first 7 months in post is that work of the parish council is very varied. In the course of a month the Parish Council deals with enquiries on many different topics. Sometimes these are best resolved by redirecting queries to the County or District Council. In other cases they require councillor or staff time to resolve satisfactorily.
- 1.2 Immersed in many different activities and responsibilities, it would be tempting for the Parish Council to see all the different strands of work as equally important. In one sense they are, of course, in that behind each issue there are local residents who rightly expect a good quality of service, even if this is simply signposting to another agency. In another sense, there is a danger in failing to identify the bigger goals that the Council might have, which might make a difference to the quality of life of the Barling / Little Wakering / Stonebridge community as a whole.
- 1.3 Increasingly, with the Council's budget under pressure, it will need to look to secure funding from external bodies that will mainly award their funds to agencies which have declared a clear picture of where they are going, what their priorities are and how they intend to achieve them.
- 1.4 Such an approach would also perhaps help both the Council and the clerk to differentiate between issues arising that may appear urgent but have no strategic importance, from those which will help the Council to deliver a service which has the most positive impact on local residents' quality of life.
- 1.5 If the Council draws up (I suggest no more than) 4 broad priorities, the clerk can then draft an annual work plan to attend to these, for members to scrutinise and decide upon. Whereas the broad priority areas will be ongoing aims, the work plan would identify tasks or opportunities that would be specific, measurable, attainable, relevant and timed. Councillors can then assess the progress being made.

1.6 As elected representatives, Councillors will be well-placed to know the priorities of the local residents and, for this reason, it would be best if the Council's priorities were initially identified by members rather than the clerk. It would be good practice for these to be open to public consultation. The broad areas might include the following (as illustrations only):

- Sustainable planning for the community facilities managed by the Council: Wildlife Reserve; Parish Hall; Play Space.
- Promoting activities and events of benefit to the wellbeing of the local community.
- Aiming for the Parish Council to provide an excellent and friendly service to local residents, including maintaining open channels of communication.

2. Recommendation

2.1 Council is recommended to discuss the benefits of identifying a small number of main priority areas for the period from now until the next elections in 2019 and to agree any action.

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14.9.17

BARLING MAGNA PARISH COUNCIL

Report to: Full Council

Report from: Clerk

Subject: Marketing the Parish Hall for a sustainable future

Date: 14 September 2017

1. Introduction

1.1 The Parish Hall comes back into use in autumn 2017. As a reminder of its primary purpose, here is the charitable object of the Trust from which body the Parish Council leases the building:

“A Parish Hall for the benefit of the inhabitants of the parish of Barling Magna in the County of Essex.....[for] meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the inhabitants.”

1.2 Over recent years the deterioration of the condition of the hall made it very unattractive to potential users, resulting in very modest lettings income which was significantly below the operating costs. The hall now needs to be marketed effectively over a sustained period to ensure adequate income levels and this report is intended to suggest how this might happen.

1.3 It is also some time since the Parish Council last reviewed its policy on lettings and the re-opening of the hall would be a timely point to do so.

1.4 This report has been prepared by the clerk, with the kind assistance of the Hall Manager.

2. Financial issues

2.1 A projected 3-year operating budget for the hall once re-opened is set out as an appendix to this report. It is fairly easy to establish the fixed costs of the hall. The variable costs will be those that fluctuate with usage, so the figures given in italics are rough estimates - which will certainly vary according to how well or little the hall is used.

2.2 The Council may decide that operating the Parish Hall is one of the main pieces of work that its annual budget should support and that any associated income should not be expected to offset all the costs. Your clerk's recommendation is that you

should begin by seeking to break-even over time. If the Council's budget comes under further pressure owing to austerity or competing demands for spending, it would be helpful if the cost-centre of the Parish Hall could be largely self-financing.

- 2.3 If the hall is to break even financially, based on the figures at Annex A below it will have to generate £1,249 per month in income in the first year; £1,286 in year 2 and £1,325 in year 3. To offer an example of how this might be achieved, in year 1 this would require an average of around 22½ hours of lettings per week at a nominal £13 per hour (recommendations for hourly rates are set out below).
- 2.4 On the other hand, if the Council decides to bear the costs of the Public Works Loan Board from its own resources, these figures reduce to £832, £857 and £883 respectively. To give an indication of how this might be done, in year 1 this would require an average of around 15 hours of lettings per week at a nominal £13 per hour.
- 2.5 This level of income is very unlikely to be met from small-scale, one-off lettings for birthday parties, Messy Church and so forth alone - fully accepting that such events are central to the purpose of having a community facility such as the Parish Hall. To aim to break even, the marketing of the hall must include some regular commercial or sustainable charitable use, e.g. Weight-Watchers, Slimming World or similar, where there is a block booking for afternoons or evenings throughout the year and where the letting generates income.
- 2.6 The Council may need to market the hall competitively to attract high-value, sustainable clients. We may need to offer users of other premises inducements to relocate to Barling Magna, for example an initial lettings 'holiday' of reduced payments.
- 2.7 Even with lots of enthusiasm and goodwill, it will take the Council months if not longer to build up a satisfactory balance of lettings to enable us to move towards meeting the income level required. Our marketing of the hall must be sustained during this period.
- 2.8 A complementary source of funding would be grants, for which the Parish Hall Trust – with its charitable status - might apply. To be successful, the following would be required:
- a. Regular scanning of the grants opportunities and the capacity to respond often against tight deadlines
 - b. A thorough and current bank of statistical and anecdotal evidence of local needs
 - c. A compelling vision and narrative that will convince grant-makers of the need and the energy and determination of local people to respond
 - d. An entrepreneurial approach

2.9 When the hall shut, the rates were:

- £12 per hour for general hire (parties, christenings, funerals etc.)
- £9 per hour off-peak hire, i.e. during the day Monday to Friday.
- £9 per hour for regular hirers and clubs including evenings
- £10 per hour for the committee room.

We have an advantage over the Memorial Hall in Great Wakering with our hourly rate hire option. The Memorial Hall only allows hiring in 4-hour blocks.

2.10 The following are recommended rates for the remainder of 2017-18, as a starting point for discussion at the Council meeting on 14th September:

- £13 per hour for general hire (parties, christenings, funerals etc.)
- £10 per hour off-peak hire, i.e. during the day Monday to Friday.
- £12 per hour for regular hirers and clubs including evenings
- £13 per hour for the committee room.

2.11 Regarding the deposit, we used to charge £50 which was refundable after the Hall Manager had checked the hall for damages. The hirer would complete a booking form and sign it, confirming they had read the terms and conditions, a copy of which they were also given. A draft revision of these is set out at Annex C. The £50 deposit would usually take the form of a cheque – however, cheques are becoming rare these days and will be phased out completely in due course. We could move to online booking and payment system but we need to recognise that we are constrained by financial regulations about payments, for example returned deposits, and we must avoid additional administration.

2.12 Members are asked to consider whether £50 remains a realistic deposit or should this be £100?

2.13 Council is asked to note that it would be unlawful to charge different rates or deposits to hirers based on their age (a common practice previously in other parishes).

3. Marketing ideas and possible costs

3.1 Here are some ideas – there will almost certainly be more (and better ones) and they would be very welcome as part of creating marketing plan.

Idea	Possible cost	Intended market
Open weekend, with light refreshments and possibly linked to (but not limited to) a formal re-opening	£20	Local residents, both for single events (birthday parties) and for the regular

Idea	Possible cost	Intended market
An event to mark the re-opening of the hall, with some entertainment costs	£200*	use of the hall for clubs and events
Attractive colour printed A5 flyers, delivered by volunteers to every house in the parish	£80	
Attractive colour printed posters, laminated, at noticeboards and key points in the parish	£30	
A durable 10' x 4' vinyl banner, to be displayed along the front wall of the Parish Council advertising its availability and giving the Hall Manager's phone and email	£70	
Advertisement in the Great Wakering Community Association newsletter	£38	
Word of mouth at all Parish Council events, e.g. Quiz Nights	Nil	
Prominent display on our website, with links through to a bookings form and email	Nil	
Press releases to Southend Echo and other local newspapers. Probably only really get one chance at publication without some additional 'spin'.	Nil	
Regular updates to the places where potential hirers would look for information: libraries; District Council; Rayleigh and Rochford District Association for Voluntary Service	Nil	Community and potential commercial users
Direct contact with identified potential block-booking clients, e.g. slimming clubs; parent and toddler clubs; local businesses looking for neutral places for offsite meetings; Yoga practitioners; community churches from south-east Essex seeking a regular meeting place; youth organisations; community churches.	Staff time	

3.2 Council is recommended to agree an initial marketing budget of £350, to be spent on a mixture of the items at 3.1 above and to delegate authority to commit this fund to the Clerk, in consultation with the Chair and Vice-Chair. *If there is to be an entertainer engaged for the opening, it is assumed that they will donate their fee or seek a greatly reduced payment.

4. Recommendations

4.1 Council is asked to decide whether it wishes to attempt to recoup the full costs of operating the Parish Council cost-centre from lettings or whether it wishes to absorb the capital loan repayments to the PWLB from its main budget (para 2.2 above).

4.2 Council is requested to consider and decide upon:

- a. Hall Hire rates (item 2.8 and 2.9 above);
- b. Deposit rates (item 2.10 and 2.11 above);
- c. Draft booking conditions (Annex C)
- d. The size, scope and delegated authority for a marketing budget (item 3.2 above)

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14.9.17

ANNEX A - Projected full year operating costs over 3 years

BARLING MAGNA PARISH COUNCIL			
PARISH HALL - PROJECTED 3 YEAR OPERATING COSTS			
<u>Expenditure</u>			
	Full year 1	Full year 2	Full year 3
Fixed costs	£	£	£
Asbestos/Fire Risk Survey	250	258	265
Caretaker Salary	4,320	4,450	4,583
Cleaning Materials	100	103	106
Contribution to Clerk's salary	500	515	530
Insurance	400	412	424
Minor repairs	500	515	530
Mow Lawn	1,320	1,360	1,400
Periodic/PAT Testing	100	103	106
PWLB repayments	5,000	5,150	5,305
	12,490	12,865	13,251
<u>Variable costs - shown here for illustration only</u>			
Licences	250	258	265
Power	2,000	2,060	2,122
Stationery/Postage	50	52	53
Water/Sewage	195	201	207
	2,495	2,570	2,647
TOTAL PROJECTED EXPENDITURE	14,985	15,435	15,898
<u>Income</u>			
	£	£	£
Monthly income required to break-even	1,249	1,286	1,325
Hour-long lettings per week at £13 =	22.5	23.5	24.5

ANNEX B – Current Hall Hire Agreement

DARLING HALL HIRE AGREEMENT

(PLEASE RETAIN THIS COPY FOR YOUR REFERENCE)

CONDITIONS OF HIRE:

- 1 HALL, KITCHEN AND TOILETS MUST BE LEFT CLEAN & TIDY, AND MUST BE SWEEPED AFTER USE. ALL RUBBISH TO BE REMOVED FROM THE PREMISES AND GROUNDS, AS WE DO NOT HAVE THE FACILITY TO REMOVE EXTRA RUBBISH. FAILURE TO DO SO WILL INVALIDATE YOUR DEPOSIT.
 - 2 IF USED, CHAIRS & TABLES ARE TO BE PLACED IN THE POSITION THEY WERE FOUND. PLEASE STACK CHAIRS SQUARE ON SQUARE AND ROUND ON ROUND. PLEASE ALSO USE THE CHAIR & TABLE TROLLEYS. PLEASE DO NOT DRAG CHAIRS & TABLES. PLEASE ONLY STACK CHAIRS 10 HIGH.
 - 3 ALL PERSONS NEED TO LEAVE THE HALL BY THE AGREED TIME, OR THIS WILL INVALIDATE YOUR DEPOSIT. IT IS IN YOUR INTEREST TO END ACTIVITIES EARLY ENOUGH TO CLEAR UP BY THE AGREED TIME.
 - 4 PLEASE KEEP NOISE TO A RESPECTABLE LEVEL, AS THERE ARE SEVERAL PREMISES ADJOINING THE PREMISES.
 - 5 DO NOT SELL ALCOHOLIC DRINKS. ANYONE WISHING TO DO SO, MUST OBTAIN THE APPROPRIATE LICENSE.
 - 6 ALL DAMAGES MUST BE PAID FOR.
 - 7 YOU MUST ALLOW FREE ACCESS TO THE HALL COMMITTEE, OR THEIR REPRESENTATIVES AT ALL TIMES.
 - 8 MAINTAIN REASONABLE CONDUCT OF THOSE PERSONS USING THE HALL DURING THE PERIOD OF HIRE.
 - 9 THE DEPOSIT WILL BE RETURNED WITHIN 7 DAYS OF THE EVENT IF THE ABOVE CONDITIONS ARE CARRIED OUT.
 - 10 PAYMENT FOR THE HIRE OF THE HALL SHOULD BE SENT TO THE CARETAKER 21 DAYS PRIOR TO THE EVENT TAKING PLACE.
 - 11 PLEASE NOTE: SEATING AND DANCING CAPACITY OF THE HALL IS A MAXIMUM OF 100 PEOPLE. HOWEVER, FOR BANQUETING EVENTS, THE MAXIMUM NUMBER SHOULD NOT EXCEED 75 PEOPLE. UNDER 21 YEARS OF AGE, ADULTS MUST BE PRESENT
 - 12 PERSONS UNDER 21 YEARS OF AGE MUST HAVE AN ADULT PRESENT
 - 13 THE HALL COMMITTEE AND TRUSTEES ARE NOT RESPONSIBLE FOR ANY ACCIDENTS THAT MAY OCCUR AT THE PREMISES, OR FOR ANYTHING LEFT AT THE PREMISES. YOUR OWN INSURANCES MUST COVER YOU AND THE USERS FOR ALL ASPECTS OF YOUR USAGE, AS THE HALL COMMITTEE AND TRUSTEES CAN ACCEPT NO LIABILITY WHATSOEVER.
 - 14 CARS PARKED IN THE HALL CAR PARK ARE AT THE OWNERS RISK AND ARE NOT THE RESPONSIBILITY OF THE HALL COMMITTEE OR TRUSTEES.
 - 15 IN THE EVENT OF CANCELLATION, WITHIN 21 DAYS PRIOR TO THE EVENT, NEITHER THE HIRE CHARGE OR DEPOSIT WILL BE REFUNDABLE.
 - 16 BOOKINGS ARE BY THE HOUR AND ANY PART HOUR CONSTITUTES A ONE-HOUR PAYMENT. SESSION BOOKINGS ARE MADE FOR LONG TIME USERS AND ARE AT THE DISCRETION OF THE COMMITTEE AFTER AGREEMENT.
 - 17 THE USE OF THE KITCHEN IS AN ADDITIONAL CHARGE, BUT USERS MUST SUPPLY THEIR OWN CUTLERY, CROCKERY, POTS, PANS ETC. IF THESE ARE NEEDED FOR CATERING PURPOSES.
 - 18 SMOKING IS NOT PERMITTED ON THE PREMISES
- NB: ENSURE YOU READ FIRE INSTRUCTIONS ON THE DOOR & CEILING
AND ACCIDENT IN THE INCIDENT LEADER LOCATED IN THE KITCHEN

ANNEX C – PROPOSED HIRE CONDITIONS

BARLING MAGNA PARISH COUNCIL - HALL HIRE AGREEMENT

(please retain this copy for your reference)

The Barling Magna Parish Hall is held in trust for the benefit of the residents of the villages of Barling Magna and Little Wakering and the Parish Council is delighted to make it as available as possible. To ensure that it continues to be a valued and useful amenity, we ask hirers to accept the following terms.

BOOKING AGREEMENT

By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of the hall (see clause 17).

TERMS & CONDITIONS OF HIRE

Agreements with the Barling Magna Parish Council (“the Parish Council”) for the hire of the Barling Magna Parish Hall or any part thereof (“the Premises”) are subject to these Terms and Conditions of Hire (“the Hire Conditions”).

1. **Undertaking of the Hirer** The Hirer undertakes to ensure that they have understood the Hire Conditions for the time being in force.
2. **Supervision by the Hirer** - The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the period of the hire to ensure compliance with the provisions contained or referred to in these Hire Conditions, as well as any relevant licenses.
3. **Responsibility of the Hirer** - The Hirer shall be responsible during the period of hire for:-
 - Being familiar with, and complying with, any guidance for the use of the premises, provided by the Parish Council
 - Ensuring that the premises are kept secure for the duration of the hire
 - Supervision of the use of the premises and the care of its fabric and contents
 - Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons
 - Ensuring that the premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with all rubbish removed from the building and grounds at the end of the hire
 - Ensuring that all equipment, chairs and tables have been returned to their storage positions safely, the premises are cleared of people, all lights switched off, and the

building left secure, except for any facilities or room or public area in use by another continuing hire

- Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard
- Ensuring that any equipment or electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner
- Ensuring that no animals except assistance dogs are brought into the building, without written permission of the Parish Council.
- Ensuring that NO animals whatsoever enter the kitchen at any time
- Ensuring that no Barbeques, LPG appliances, fuel or highly flammable substances are brought onto the premises at any time and that there are no naked flames, candles or similar.

4. Fire Regulations - The Hirer shall:

- Prior to the start of an event, indicate the fire exits and Evacuation Assembly Place to the persons attending the event
- Ensure that users are acquainted with fire doors and routes out of the building and that these are left unobstructed at all times
- Ensure that the Fire Brigade is called to any outbreak of fire

The Evacuation Assembly Point is underneath the Parish Sign on the corner of Little Wakering Road and Church Road. Once evacuation has taken place, no person may re-enter the Hall without the permission of the Fire Brigade.

5. Use of Premises - The Hirer shall not:

- sub-let or use the premises for any purpose other than that described in their Booking Application
- use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
- do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
- allow the use of drugs on the premises
- allow smoking on the premises or in the vicinity of the entrances.

6. Car Parking - Vehicles are parked at owner's risk. Users should ensure there is access to the hall for emergency vehicle use.

7. Premises Licence and other relevant legislation - The Hirer is responsible for:

- conforming to the terms of any Premises Licence or Temporary Event Notice granted to the Parish Council or hirer, including (but not limited to) permitted hours for licensable activities (serving alcohol, playing live or recorded music). The Hirer shall also pay to the Parish Council such fees as are required for a licence to sell alcohol at an event. Alcohol may not be served to any person under the age of 18 years.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure

The Hirer shall ensure that the users:

- do not contravene the law relating to gaming, betting, and lotteries

- comply with all conditions and regulations required by Licensing legislation, particularly regarding events which include public dancing or music, or stage plays, or films, or similar entertainment taking place at the premises.

A breach of this condition may lead to prosecution by the local authority.

8. **Compliance with legislation relating to children or vulnerable adults** - The Hirer shall ensure that any activities at the premises where children or vulnerable adults will be present comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults, who are to be under the care and supervision of the Hirer. **Safeguarding Policies are the responsibility of the Hirer.**

9. **Indemnity** - The Hirer shall indemnify and keep indemnified Barling Magna Parish Council and their employees, volunteers and agents for:

- the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises
- against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

As directed by the Parish Council, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

10. **Insurance** - The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment, such as (but not limited to) bouncy castles onto the premises has relevant and appropriate insurance, which shall include public liability insurance. Commercial hirers must provide evidence of public Liability insurance (£5,000,000 minimum indemnity).

11. **Accidents and Dangerous Occurrences** - The Hirer must report all accidents involving injury to the public to an authorised representative of the Parish Council as soon as possible, and complete the relevant section in the Parish Council's Accident Book. Any failure of equipment, either that belonging to the Parish Council or brought in by the Hirer must also be reported as soon as possible.

12. **Stored equipment** - The Parish Council may provide storage space, including locking cupboards, for regular users, and may charge a deposit for the use of a key to these storage spaces. These keys remain the property of the Parish Council, and, on request, must be returned to the Parish Council. The Parish Council accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring or storage period. The Parish Council may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

13. No alterations - Decorations may not be hung from any part of the internal walls of the Parish Hall, nor may Blu-Tak, drawing pins, Sellotape or other self-adhesive tape be affixed to the walls. No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Parish Council.

14. Interruption of Regular Bookings – At its absolute discretion, the Parish Council reserves the right to cancel all, or part of, any bookings in favour of events concerning national or local emergencies, for example (but not limited to) flooding or the death of a member of the Royal Family.

15. Cancellation by the Hirer - If the Hirer cancels the booking before the date of the event and the Parish Council is unable to conclude a replacement booking, the Parish Council may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

16. Cancellation by the Parish Council - The Parish Council reserves the right to cancel a hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Parish Council reasonably consider that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
- the Premises have become unfit for the use intended by the Hirer

In any such case, the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Parish Council shall not be liable for any resulting direct or indirect loss or damages whatsoever.

17. Acceptance - These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

BARLING MAGNA PARISH COUNCIL

BOOKING FORM

I/we agree to all the conditions as set out in the hall agreement, a copy of which I/we have been given today.

I/we are enclosing here with payment for a holding deposit of £50, which is returnable subject to meeting the conditions of hire.

I/we agree the hire cost of £

Date of hire:

Time of hire:

Purpose of hire:

Name and address:

Telephone number:

Signed: Dated:

Please make cheques payable to Barling Magna Parish Council

Return to: Gillian Gates, 245 Little Wakering Road, Little Wakering, Essex, SS3 0JW.

Draft terms dated 14.9.17

County Broadband is a fully registered Internet Service Provider with almost fifteen years' experience in the provision of broadband.

Based in Essex, County Broadband deploys fibre and wireless technologies as well being able to access the older and more traditional phone line networks too. They have also added urban deployments to their portfolio following their appointment by Colchester Borough Council to run the new Colchester Town Centre Fibre Network. The company is

very experienced in direct customer, whole community and business park solutions using the most appropriate technologies available.

County Broadband already provides services to a large number of village halls and churches in Essex and has a great deal of experience in the design, build and support of urban and rural broadband networks.

County Broadband	Cost
Set up	£350.00
Monthly service fee	£29.00
Support Package A (Monday to Friday 9am – 5pm)	£0.00 (included in monthly service fee)
Support Package B (Monday to Friday 8am – 8pm)	£0.00 (included in monthly service fee)
Support Package C (Monday to Sunday 8am – 8pm)	£25.00 per month

Each Community Wi-Fi Scheme installation should include:

- Unlimited Data • Fixed IP address (to support content filtering)
- Wireless Hotspot • Content filtering

Contact County Broadband and quote 'Superfast Essex Community Wi-Fi Scheme'.
T: 01376 562 002 E: info@countybroadband.co.uk

APC Solutions, an Essex based company, is recognised as a leading provider of high performance wireless communications solutions, both internally (Wi-Fi) and externally (WAN and Internet Services).

APC Solutions has over forty years' worth of experience in the wireless communications industry and over the last five years, the provision of internet services has become a greater focus for the business.

to respond to any query related to the service including proactive telephone support for the internet connection, content filtering and the Wi-Fi client connections for the time periods set out for each package.

The APC Solutions set-up cost includes the cost of a separate router located where the connection enters the building, an access point elsewhere in the same building and the necessary connecting cables to achieve the best coverage possible for the community hub. The support package includes a fully manned support desk able

The costs set out below are for a dual hardware solution, however, where appropriate APC Solutions will also offer a single hardware solution at a reduced cost. APC Solutions will be happy to discuss individual requirements with community hubs directly.

APC Solutions	Cost
Set up	£660.00
Monthly service fee	£32.50
Support Package A (Monday to Friday 9am – 5pm)	£450.00
Support Package B (Monday to Friday 8am – 8pm)	£695.00
Support Package C (Monday to Sunday 8am – 8pm)	£795.00

Contact APC Solutions and quote 'Superfast Essex Community Wi-Fi Scheme'.
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