



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Phone 01935 382424
Fax 01935 382429
E-mail town.clerk@yeovil.gov.uk

Members of Yeovil Town Council are summoned to attend:

The Meeting... **Buildings and Civic Matters Committee**

The Time... **7.00pm**

The Date... **Tuesday 23 May 2017**

The Place... **Town House, 19 Union Street, Yeovil**

Meetings are Open to the Press and Public
If you need this information in large print, Braille, audio or
another language, please ring 01935 382424

Amanda Card
Town Clerk
16 May 2017

Please contact Sally Freemantle at the Town House for more information about this meeting

Buildings and Civic Matters Committee

To: All Members of the Buildings and Civic Matters Committee

Florin Boieangiu

Pauline Lock

Phil Chandler (Vice - Chairman)

Wes Read

Gail Freeman - Bell

David Recardo (Ex-officio)

Peter Gubbins

Darren Shutler (Ex-officio)

Mike Lock

Rob Stickland (Chairman)

Equality Act 2010

The *general* public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at www.yeovil.gov.uk This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chairman who will instruct those taking a recording or filming to cease doing so while they speak.

PUBLIC COMMENT (15 minutes)

A representative from Avon and Somerset Constabulary will provide a verbal update on community policing matters.

A G E N D A

9/144. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and consider the reasons given. *LGA 1972 s85(1)*

9/145. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33. (NB this does not preclude any later declarations).

9/146. MINUTES

To approve as a correct record the Minutes of the meeting held on 21 March and 9 May 2017.

9/147. EXCLUSION OF PRESS AND PUBLIC

Due to the confidential nature of the business of items 9/152 – 9/158 under the Public Bodies (Admission to Meetings) Act 1960 s3, it is proposed to put forward a motion to exclude members of the public and press during discussion of these items.

Public Bodies (Admission to Meetings) Act 1960 s3

9/148. SPEED INDICATOR DEVICE RESULTS

To consider a report by the Deputy Town Clerk attached at pages 3 to 8.

9/149. BOROUGH ARCADE, YEOVIL

To consider a report by the Town Clerk attached at pages 9 to 10.

9/150. MILFORD COMMUNITY HALL AND MONMOUTH HALL – TERMS AND CONDITIONS OF HIRE

To consider a report by the Town Clerk attached at pages 11 to 23.

9/151. FINANCIAL STATEMENT – FEBRUARY/MARCH 2017

To consider the Financial Statement for the period 1 February to 31 March 2017 attached at pages 24 to 30.

PUBLIC COMMENT (15 Minutes)

The Committee will consider a resolution (see item 9/147) to exclude the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9/152. YEOVIL TOWN BAND – (Confidential)

To consider a report by the Town Clerk attached at pages 31 to 32.

9/153. TOWN HOUSE PORTICO – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 33.

9/154. SPEED INDICATOR DEVICE – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 34.

9/155. ELECTRICAL WORKS – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 35.

9/156. FIRE AND SECURITY ARRANGEMENTS – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 36.

9/157. MONMOUTH HALL – CONDITION SURVEY – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 37.

9/158. MONMOUTH HALL CURTAINS/BLINDS – (Confidential)

To consider a report by the Deputy Town Clerk attached at page 38.

9/148. SPEED INDICATOR DEVICE RESULTS

Preston Road

Included in the agenda (23 May 2017) are the latest speed indicator device (SID) results for Preston Road, taken between 28th March 2017 and 11th April 2017.

The median speed was calculated at 29mph in March and 30mph in April both of which are compliant with the posted speed limit of 30mph. The 85thile speed was calculated as 33mph in March and 34mph in April which is 3mph and 2mph respectively below the intervention limit of 36mph.

General

The Somerset County Council (SCC) Traffic Engineer has indicated that approach speeds of vehicles as recorded by the device and do not reflect the 'adjusted' speeds which the motorists may switch to on being 'reminded' of the posted speed limit by the device. This means the speeds shown are probably an accurate reflection of the speeds normally experienced at this location. Where we have been able to measure 'adjusted' speeds at other locations we have found there has been an average reduction in speed between the approach speed and adjusted speed of approximately 4-5mph.

The intervention limit is the speed, (under the current policy), at which a location is deemed to have a speeding issue. It is calculated by taking the posted speed limit, adding 10% and then adding a further 3mph, (this equates to 25mph in a 20mph posted speed limit; 36mph in a 30mph posted speed limit and 47mph in a 40mph posted speed limit). Locations that equal or exceed the intervention level speed qualify for a SID installation on a regular basis, (please note that if this location is already included in the SID programme it will continue to receive a temporary SID on a regular basis irrespective of the above results).

The 85thile speed is the speed at which 85% of all vehicles are travelling either at or below, (with obviously the remaining 15% of all vehicles travelling at a higher speed).

Lysander Road and Goldcroft

The Town Council was informed in April 2017 that the speed indicator device installations for Lysander Road and Goldcroft for weeks commencing 24th April 2017 and 8th May 2017 respectively, had to be cancelled.

Due to a very limited number of available dates for rescheduling speed indicator device (SID) cancellations the Traffic Engineer has not been able to reallocate a date for the SIDs at Lysander Road and Goldcroft as yet. There are currently 16 locations needing to be rescheduled that have not as yet been allocated dates.

The situation is not helped by having a significant number of SIDs currently awaiting repair (either due to breakdown or vandalism) which has the effect of reducing the number of SIDs available and the number that can therefore be installed each week. It is hoped that a large number of these SIDs will be repaired soon and back into circulation which will then enable the Highway Authority to expand the number of installations which can be carried out per week (thereby increasing the number of

dates that then become available). It is hoped that dates between August and December of this year will then be allocated.

The Committee is **RECOMMENDED** to note the report.

(Sally Freemantle, Deputy Town Clerk – 01935 382424)

SS1111 270317 (Mar 2017)

FLOW

	< 30 mph	< 40 mph	< 50 mph	> 50 mph
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	0	0
5	0	0	0	0
6	0	0	0	0
7	0	0	0	0
8	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0
21	0	0	0	0
22	0	0	0	0
23	0	0	0	0
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	1305	841	34	6
29	1818	1203	38	2
30	1613	845	29	1
31	1577	1284	60	3
	6313	4173	161	12

Median : 29 mph

85% Percentile : 33 mph

Total Count : 10659

SS1111 270317 (Apr 2017)

FLOW

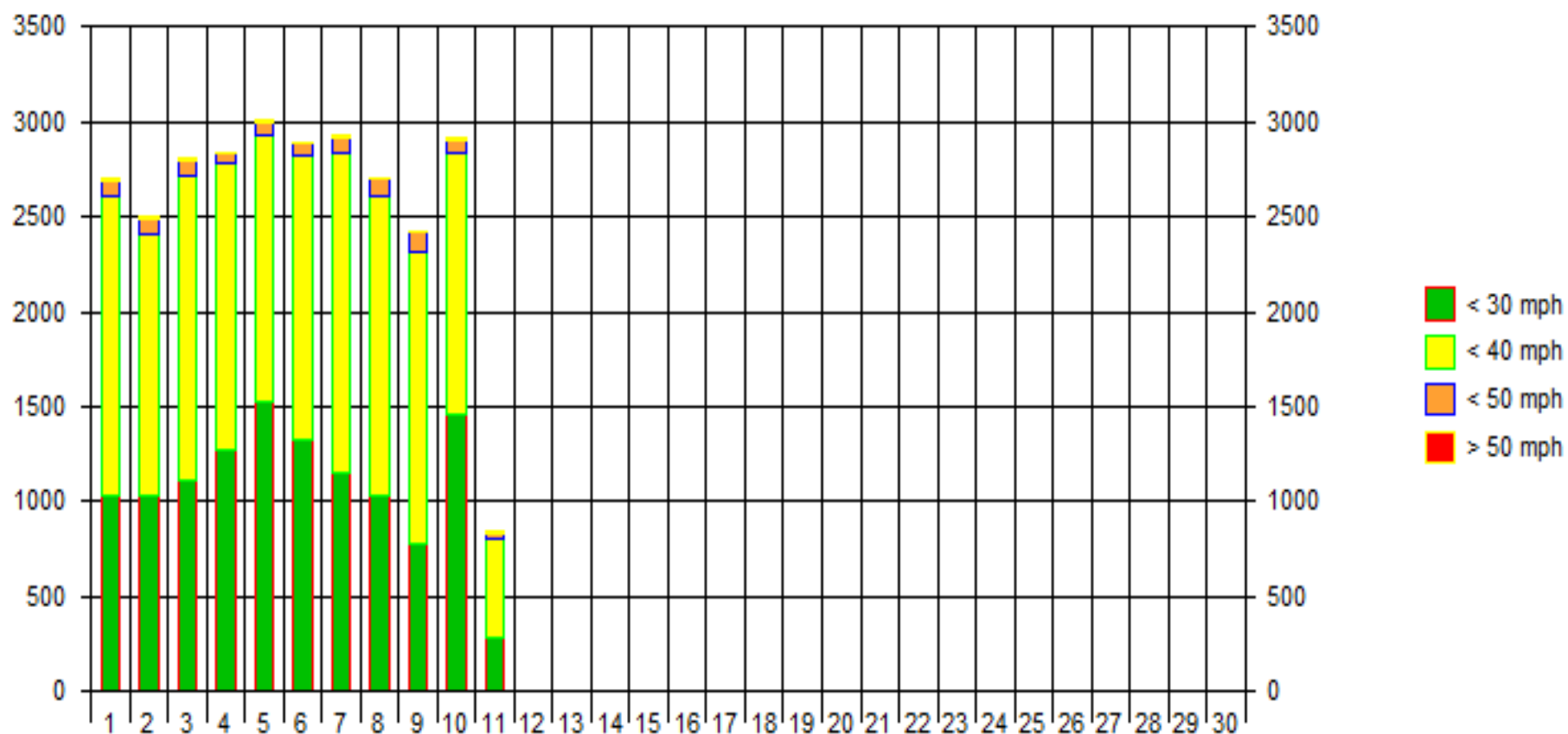
	< 30 mph	< 40 mph	< 50 mph	> 50 mph
1	1033	1571	91	9
2	1027	1387	75	9
3	1114	1608	79	6
4	1276	1505	49	3
5	1528	1396	79	6
6	1332	1485	66	9
7	1148	1689	81	10
8	1030	1583	89	7
9	783	1537	101	7
10	1460	1380	67	5
11	279	522	37	1
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0
21	0	0	0	0
22	0	0	0	0
23	0	0	0	0
24	0	0	0	0
25	0	0	0	0
26	0	0	0	0
27	0	0	0	0
28	0	0	0	0
29	0	0	0	0
30	0	0	0	0
	12010	15663	814	72

Median : 30 mph

85% Percentile : 34 mph

Total Count : 28559

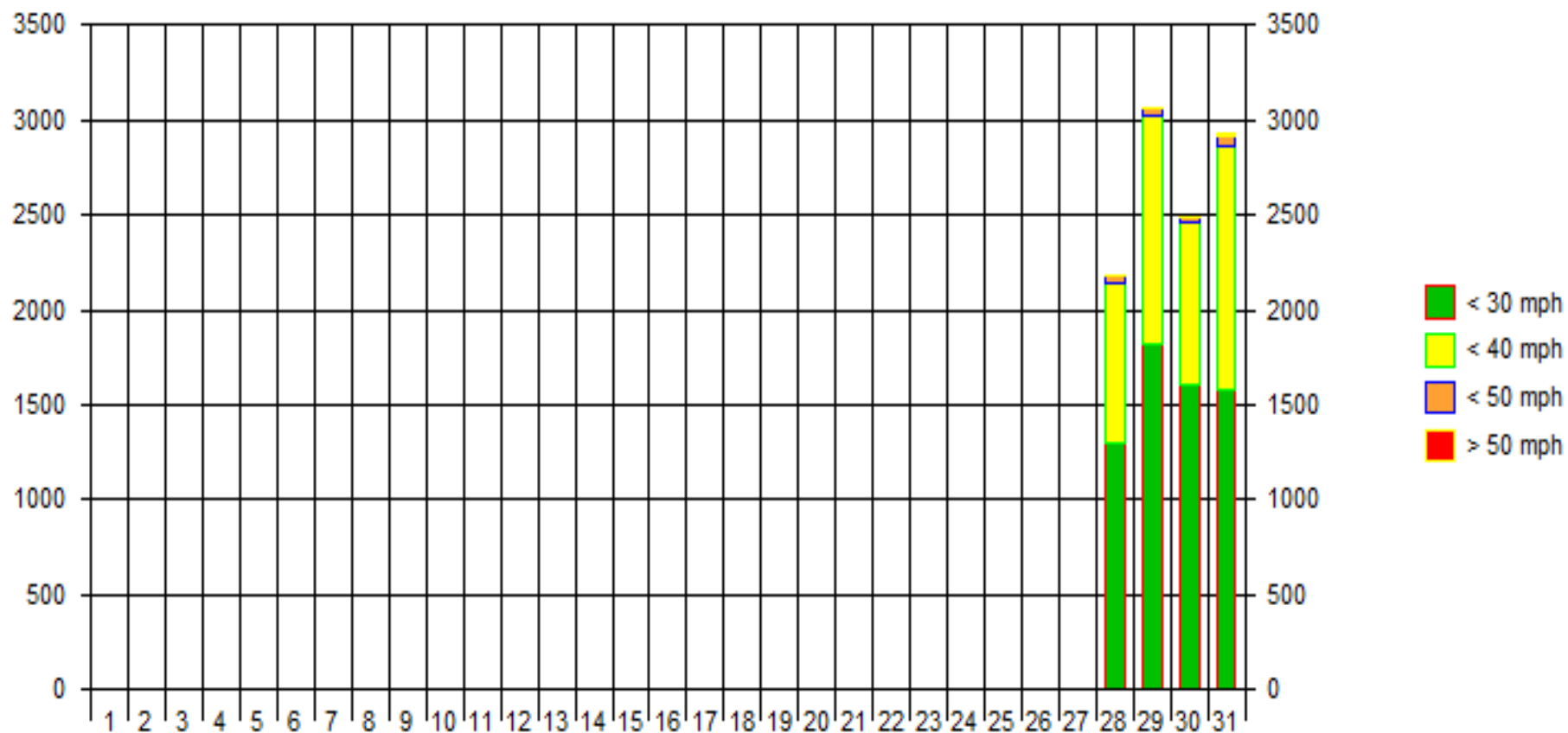
SS1111 270317 (Apr 2017)



FLOW

(Median = 30 mph | 85% Percentile = 34 mph)

SS1111 270317 (Mar 2017)



FLOW

(Median = 29 mph | 85% Percentile = 33 mph)

9/149. BOROUGH ARCADE, YEOVIL

Background

This matter originally came to this committee in January 2015 following a developer erecting a timber partition at the Southern Entrance to the Borough Arcade which restricted public access along this thoroughfare. There is a procedure by which Somerset County Council may be requested to consider its inclusion on the definite map as establish right of way by securing public access on a permanent basis. There is evidence to suggest that the public have enjoyed over 50 years of uninterrupted access.

This Committee resolved to make representation to Somerset County Council to request that the Borough Arcade be included on the definitive map as an establish right of way to secure public access on a permanent basis. Representation was made immediately after that meeting to the Rights of Way Service Manager in the Highways Department at Somerset County Council.

In the meantime, the partition was removed.

Current Issue

Planning permission (16/03309/FUL) was given in January 2017 for an additional storey to contain 3 new residential apartments and the carrying out of minor external alterations to existing rear elevation. Since this date the developer has built a large construction (photograph beneath) restricting the walkway severely, leaving it inaccessible to all.



Planning and Building Control have been involved.

Further representation has since been made by Yeovil Town Council to Somerset County Council, informing the Highways Department that we seek to continue with the formal application. We await a response.

The Committee is **RECOMMENDED** to note these developments.

(Amanda Card, Town Clerk – 01935 382424)

9/150. MILFORD COMMUNITY HALL AND MONMOUTH HALL – TERMS AND CONDITIONS OF HIRE

The terms and conditions of hire were considered at the March meeting of the Policy, Resources and Finance Committee so that the Council could be assured that all reasonable steps were being followed to safeguard its assets, in particular against malicious damage during hire. At this meeting it was resolved that the Town Clerk would prepare a proposed set of terms and conditions of hire which would be discussed at this Committee.

The proposed terms and conditions for each hall have been reviewed by the Town Clerk in consultation with the Deputy Town Clerk and the Office Administrator. Each set of terms and conditions have been tailored so that they are specific to that hall.

These proposed terms and conditions are very clear that it is the responsibility of the hirer to ensure the safety of any activity for which the facilities are used and they are also responsible for the condition in which the halls are left in. For private functions, it is suggested that the damage deposit remains payable but will be returnable if the hall is left in a satisfactory condition. Any costs or repair will be recovered from the hall hirer.

In order to safeguard the assets of the Council, within the Insurance Policy there is provision for Hirer's Liability meaning that if there is damage to the premises or contents caused other than by fire or explosion, the Council are covered for up to £2,000,000. However, for each claim made an excess of £100 payable as well and it is likely that future insurance premiums will increase as the Council will be seen by the Insurance Company as a bigger risk. Therefore it is suggested (and proposed within the terms and conditions) that for parties for individuals aged between 13 and 25, that the hirer takes out Public Liability for the one-off event and provide proof of the insurance to the office before the party takes place. Investigations have shown that for Public Liability of up to £1million it would cost £58.

The Committee is **RECOMMENDED** to support these proposed terms and conditions and recommend them to the next meeting of the Policy, Resources and Finance Committee.

(Amanda Card, Town Clerk – 01935 382424)



MILFORD COMMUNITY HALL
 Milford Park, Yeovil, Somerset, BA21 4QD

BOOKING FORM

YEOVIL TOWN COUNCIL

Please complete Sections one, two and four, for one-off bookings.

Section one, three and four for block bookings.

SECTION ONE

Name/Organisation:	
Address:	
Postcode:	
Telephone Number	
Organisation Contact Name:	
Name of 'Responsible Person' attending	
Telephone Number of 'Responsible Person' (should contact be necessary on day of the booking)	

SECTION TWO

One-Off Bookings (Only)

Date required:	
----------------	--

Time			
From:	am/pm	To:	am/pm

Please tick as appropriate

Main Hall (151m2) Hearing Loop required - Yes/No		Kitchen	
Sub Hall (61m2) (available weekends and school holidays only)		Meeting Room (28m2)	

Purpose of booking e.g., party for children/adults; playgroup; jumble sale; dance classes etc	
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SECTION FOUR (For All Bookings)

PLEASE READ AND RETAIN THE TERMS AND CONDITIONS OF HIRE, THE EMERGENCY PROCEDURE IN THE EVENT OF A FIRE AND FIRE ESCAPE PLAN. SIGN WHERE INDICATED BELOW.

I hereby agree to pay the appropriate fee for such hire, as per the Scale of Charges provided and to observe and perform all the conditions set out on the Conditions of Hire also provided. Such conditions can only be waived or varied in writing and signed by an officer of the Council.

Signature of Hirer:	
Name of Hirer (BLOCK CAPITALS):	
Date:	
Signature of Responsible Person:	
Name of Responsible Person (BLOCK CAPITALS):	
Date:	

Please return completed booking form to:

Yeovil Town Council
Town House
19 Union Street
Yeovil
BA20 1PQ



MILFORD COMMUNITY HALL

Milford Park, Yeovil, Somerset, BA21 4QD

PLEASE READ AND RETAIN THIS SECTION

TERMS AND CONDITIONS OF HIRE

1. Authority to accept bookings shall be at the Town Clerk's discretion in consultation with the Chair or Buildings and Civic Matters Committee.
2. All applications for the hire of the premises must be in writing on the Booking Form and forwarded to Yeovil Town Council, Town House, 19 Union Street, Yeovil, Somerset BA20 1PQ. The person or persons by whom this application form is signed together with the organisation named shall be considered the 'Hirer' and must be over 18 years of age and they shall be jointly and severally liable hereon and shall indemnify the Council against any loss resulting from the breach of any condition.
3. The hirer agrees to give at least 14 days' notice, in writing, to Yeovil Town Council if they wish to cancel/change the booking. An admin fee may be charged for any alterations to the booking after the paperwork and invoice has been sent out.
4. An adult must be in attendance at the premises for the duration of the booking.
5. The Hirer shall be responsible for the provision of all information, instruction and/or supervision as is deemed necessary to ensure the safety of any activity for which the facilities are used. The hirer will need to identify a 'responsible person' who will be present at the hall for the duration of the booking. It is essential he/she is given the 'Emergency Procedure in the Event of a Fire' and the 'Fire Escape Plan' (These notices have also been displayed around the building). The 'responsible person' must sign the form to confirm he/she has read the procedure and that he/she will abide by the requirements of it; and knows the layout of the building and where the emergency exits are located.

The 'responsible person' should make themselves aware of the position of First Aid box. Any accidents should be recorded in the accident book.

6. The whole of the charge for use of the accommodation, as set out in the attached Schedule of Charges, shall be paid to Yeovil Town Council, Town House, 19 Union Street, Yeovil, Somerset BA20 1PQ, within seven days of the invoice date except where prior arrangement has been made for charges to be paid on the rendering of an account.
7. The facilities must be kept clean and tidy and must be left in the same condition as found at the start of the booking. Any equipment used must be put back afterwards.
8. A returnable deposit is charged for private function to cover the cleaning up of the hall if hirers fail to do this, and any of the minor damages (See Scale of Charges).
9. The Hirer shall take all necessary precautions to prevent damage to the premises or to any furniture, fittings or other property of the Council therein. He/she shall pay to the Council the cost of making good any such damage, which may occur during, or as a result of, his/her occupation of the premises.
10. The hirer is responsible for setting up and clearing away "during the hire period" and not before or afterwards – this includes all equipment such as disco equipment etc.
11. The Council will not be responsible for the loss or any damage to property brought onto the premises, or for injury or damage to persons upon the premises and the person hiring the premises shall indemnify the Council against any claim for such loss, injury or damage.
12. For parties for individuals aged between 13 and 25, the hirer must take out Public Liability Cover. Proof of insurance must be provided at least 5 days before the event. Please contact the office for further information.
13. Any Officer or Authorised Servant of the Council or any Police Officer shall have power to enter the premises at any time.

14. No activity may take place in the Hall, which damages the parquet floor. This includes roller skating, tap dancing and any other activity, which may scratch or cause indentations to the surface.
15. The premises are licensed for various activities, i.e. plays, films, indoor sporting events, boxing or wrestling entertainment, live music, recorded music, performance of dance, anything of a similar description and dancing. They may be used for any of these purposes in accordance with the conditions relating to the premises licence.
16. The premises are not licensed for the sale of intoxicating liquors and no such sales shall be permitted
17. No performance shall be given on the premises by which any copyright may be infringed.
18. Hirers must be aware of the level of noise generated during an event. Noise levels should be kept to a reasonable level such that no nuisance is caused in the surrounding residential area, and there are no health risks to people attending the event.
19. No naked flame whatsoever, including but not limited to candles, tea lights etc. shall be permitted anywhere in the building. It is illegal for anyone to smoke on the premises. Any person who breaches this will be asked to leave the premises.
20. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall also not be permitted on the premises or in the immediate vicinity.
21. All users of the premises are expected to leave it clean and tidy. It is a condition of hire that all rubbish originating from a hiring should be removed from the premises. After using the kitchen all debris and food waste must be removed. Please leave the kitchen in a clean, tidy and hygienic condition.
22. The Council reserves the right to cancel any booking at any time whatsoever and cancellations may be effected by informing the Hirer in person or by letter posted to the Hirer at the address mentioned on the Booking Form in sufficient time for delivery in the ordinary course of post before hiring commences, or where the cancellation is brought about by an emergency (including the breakdown of any plant or any industrial dispute) by the posting of an appropriate notice at the main entrance to the Monmouth Hall. In the event of cancellation by the Council any hiring charge already paid will be refunded but the Hirer shall not be entitled to claim further payment from the Council either as damages or otherwise.
23. Hearing loops are available in the meeting room and in the main hall. To use the loop in the meeting room simply use the on/off switch near to the door. To use the loop in the main hall, please indicate on the booking form so that the caretaker can switch it on and provide the equipment necessary. Please ensure the equipment is handed back to the caretaker at the end of the booking otherwise the deposit will not be re-funded.
24. Bouncy Castles may be permitted in Milford Hall – please contact the office.
25. The use of illegal fly-posting to advertise the hirer's activities/events is a criminal offence, and that any hirer who commits such an offence is liable to pay a fixed penalty notice issued by the relevant authority for each item of fly-posting. Such an offence may also result in no further hiring of the premises being accepted from the hirer and/or his/her organisation

Important Security Arrangements

In the interests of security and safe practice, the outer door to the building **must be kept locked at all times.**

Doorbells have been fitted to enable any latecomers to alert and join groups that are hiring rooms within the building. In such situations, the Group concerned need to arrange for one of their members to admit the latecomer **and to lock the door immediately after they enter the building.** The same practice must be followed when group members wish to leave early.

Please note that it is the responsibility of the named person hiring the Hall to ensure that these practices are followed and that all members of each group are aware of and comply with these arrangements.

EMERGENCY CONTACT TELEPHONE NUMBER

Please ring the office on 01935 382424 in the event of any problems arising on the day(s) of your booking between 8.30am to 3.30pm.

For bookings after 3.30pm and at the weekend please ring the Caretaker on 07506 199214.



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Tel: 01935 382424
Fax: 01935 382429

MILFORD COMMUNITY HALL Milford Park, Yeovil, Somerset, BA21 4QD

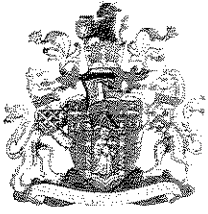
SCALE OF CHARGES FROM 1 APRIL 2017

Type of Hire	Rate of Hire <i>(per hall/room per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£16.00
<i>Private Functions</i>	£7.50
<i>Damage Deposit for Private Functions (returnable if hall/room left in a satisfactory condition)</i>	£115.00
<i>Community (Non-profit making Organisations)</i>	£6.50
<i>Use of Main Hall Kitchen</i>	£10.50 per hire (included in hall/room hire charge for non-profit making organisations)

A returnable deposit is also charged for private functions, which covers the cost of repairing any damage and/or cleaning up the Hall if hirers fail to do this – this has been set at £115.00.

No VAT applies to these charges

1 April 2017



MONMOUTH HALL
 Monmouth Road, Yeovil, Somerset, BA21 5NP

BOOKING FORM

YEOVIL TOWN COUNCIL

Please complete Sections one, two and four, for one-off bookings.
Sections one, three and four for block bookings.

SECTION ONE

Name/Organisation:	
Address:	
Postcode:	
Telephone Number	
Organisation Contact Name:	
Name of 'Responsible Person' attending	
Telephone Number of 'Responsible Person' (should contact be necessary on day of the booking)	

SECTION TWO

One-Off Bookings (Only)

Date required:	
----------------	--

Time			
From:	am/pm	To:	am/pm

Please tick as appropriate

Main Hall (58m2)		Kitchen	
-------------------------	--	----------------	--

Purpose of booking e.g., party for children/adults; playgroup; jumble sale; dance classes etc:	
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SECTION FOUR (For All Bookings)

PLEASE READ AND RETAIN THE TERMS AND CONDITIONS OF HIRE, THE EMERGENCY PROCEDURE IN THE EVENT OF A FIRE AND FIRE ESCAPE PLAN. SIGN WHERE INDICATED AT THE END OF THE BOOKING FORM.

I hereby agree to pay the appropriate fee for such hire, as per the Scale of Charges provided and to observe and perform all the conditions set out on the Conditions of Hire also provided. Such conditions can only be waived or varied in writing and signed by an officer of the Council.

Signature of Hirer:	
Name of Hirer (BLOCK CAPITALS):	
Date:	
Signature of Responsible Person:	
Name of Responsible Person (BLOCK CAPITALS):	
Date:	

Please return completed booking form to:

Yeovil Town Council
Town House
19 Union Street
Yeovil
BA20 1PQ



MONMOUTH HALL
Monmouth Road, Yeovil, Somerset, BA21 5NP

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3. The hirer agrees to give at least 14 days' notice, in writing, to Yeovil Town Council if they wish to cancel/change the booking. An admin fee may be charged for any alterations to the booking after the paperwork and invoice has been sent out.
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12. For parties for individuals aged between 13 and 25, the hirer must take out Public Liability Cover. Proof of insurance must be provided at least 5 days before the event. Please contact the office for further information.
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17. Hirers must be aware of the level of noise generated during an event. Noise levels should be kept to a reasonable level such that no nuisance is caused in the surrounding residential area, and there are no health risks to people attending the event.
18. No naked flame whatsoever, including but not limited to candles, tea lights etc. shall be permitted anywhere in the building. It is illegal for anyone to smoke on the premises. Any person who breaches this will be asked to leave the premises.
19. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall also not be permitted on the premises or in the immediate vicinity.
20. All users of the premises are expected to leave it clean and tidy. It is a condition of hire that all rubbish originating from a hiring should be removed from the premises. After using the kitchen all debris and food waste must be removed. Please leave the kitchen in a clean, tidy and hygienic condition.
21. The Council reserves the right to cancel any booking at any time whatsoever and cancellations may be effected by informing the Hirer in person or by letter posted to the Hirer at the address mentioned on the Booking Form in sufficient time for delivery in the ordinary course of post before hiring commences, or where the cancellation is brought about by an emergency (including the breakdown of any plant or any industrial dispute) by the posting of an appropriate notice at the main entrance to the Monmouth Hall. In the event of cancellation by the Council any hiring charge already paid will be refunded but the Hirer shall not be entitled to claim further payment from the Council either as damages or otherwise.
22. Bouncy Castles may be permitted in Monmouth Hall – please contact the office.
23. The use of illegal fly-posting to advertise the hirer's activities/events is a criminal offence, and that any hirer who commits such an offence is liable to pay a fixed penalty notice issued by the relevant authority for each item of fly-posting. Such an offence may also result in no further hiring of the premises being accepted from the hirer and/or his/her organisation

Important Security Arrangements

In the interests of security and safe practice, the outer door to the building should be locked using the thumb turn lock when all members of your group have arrived. The same practice must be followed when group members wish to leave early.

Please note that it is the responsibility of the named person hiring the Hall to ensure that these practices are followed and that all members of each group are aware of and comply with these arrangements.

EMERGENCY CONTACT TELEPHONE NUMBER

Please ring the office on 01935 382424 in the event of any problems arising on the day(s) of your booking between 8.30am to 3.30pm.

For bookings after 3.30pm and at the weekend please ring the Caretaker on 07779 848035.



Yeovil Town Council

Town House
19 Union Street
Yeovil
Somerset
BA20 1PQ

Tel: 01935 382424
Fax: 01935 382429

MONMOUTH HALL Monmouth Road, Yeovil, Somerset, BA21 5NP

SCALE OF CHARGES FROM 1 APRIL 2017

Type of Hire	Rate of Hire <i>(hall per hour or part thereof)</i>
<i>Rate for commercial organisations/persons</i>	£16.00
<i>Private Functions</i>	£7.50
<i>Damage Deposit for Private Functions</i> <i>(returnable if hall left in a satisfactory condition)</i>	£115.00
<i>Community (Non-profit making Organisations)</i>	£6.50
<i>Use of Hall Kitchen</i>	£10.50 per hire <i>(included in hall hire charge for non-profit making organisations)</i>

A returnable deposit is also charged for private functions, which covers the cost of repairing any damage and/or cleaning up the Hall if hirers fail to do this – this has been set at £115.00.

No VAT applies to these charges

1 April 2017