



# Darnhall Parish Council



## MINUTES OF THE EXTRAORDINARY MEETING OF DARNHALL PARISH COUNCIL HELD AT DARNHALL VILLAGE HALL ON TUESDAY 30<sup>TH</sup> APRIL 2024 AT 7PM

**PRESENT:** Cllr M Sherry (Chair)  
Cllrs C Williams, G Higgs, and R Strachan.  
Dr. M Bailey (Clerk)

### PART A

#### 1. APOLOGIES

Apologies were submitted from Cllrs R Lee and A Gaskill-Jones.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest submitted to the meeting.

#### 3. DARNHALL VILLAGE HALL – ACRE MODEL HIRING AGREEMENT – 2016 EDITION

Members reviewed the Village Hall Hiring Agreement which was approved by the Council in May 2021. The following points were: -

- To remove the references to COVID regulations and arrangements.
- To remove references to the DVH Management Committee throughout and replace with 'Darnhall Parish Council'.
- Addition of references to the PA system need to be added throughout (the PA system also needs to be added to the insurance).
- First Aid Box – reference needs to be 'located in the kitchen'.
- To add anti-social behaviour to drunk and disorderly behaviour.
- May need to develop a further approach for regular users.
- Under 'explosives and inflammables', should be a reference to bouncy castles.
- Reference to Health and Safety Policy – need to check that the Parish Council has a policy in place.
- Cancellation – the following points were made: -
  - Unless a comparable re-booking is made and paid for not less than two weeks prior to the original event the following criteria will

- be applied.
  - If the Hirer cancels the booking at least four weeks before the date of the event, the Village Hall will return in full the security bond and any fees already paid.
  - If the Hirer cancels the booking between two and four weeks before the date of the event, the Village Hall will return the security bond and 50% of any hire fees already paid.
  - If the Hirer cancels the booking less than two weeks before the date of the event or fails to proceed with the booking thereafter, the Village Hall will return the security bond but retain any hire fees already paid.
- It was agreed that all functions must end promptly by midnight.
- In relation to opening and closing the Hall, the following was proposed: -
  - Arrangements for access to the hall will be made shortly before your hire – please contact the caretaker a few days before the event.
  - Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.
  - Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve or with specific prior agreement with the Parish Council) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your security bond.
- In relation to furniture, the following text was proposed: -
  - Please do not drag stacks of chairs on the wood floor and use the trolley provided for moving chairs in order to avoid injury. Please stack chairs and tables neatly in the storeroom. A first aid box is located in the kitchen, and an Accident Report book is kept in the drawer next to the sink. All recorded accidents must be reported to the management as soon as possible. It is the duty of the management to inform the authorities.
- In relation to faults/damage, the following text was proposed: -
  - Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. DPOC welcomes comments or observations that you may have about your hire of the village hall.
- In relation to payments, the following text was proposed: -
  - Payment is due within the terms specified within the Terms of Payment on the booking form. Please note that we do not accept cash, and cheques are only accepted by prior agreement at the time of booking. The Hirer is responsible for any costs incurred by Darnhall Parish Council in the event that any cheque so accepted results in bank charges being levied.

Members **RESOLVED** to accept the above changes and asked that the Hiring Agreement is amended accordingly.

Members further **RESOLVED** to grant the requests for refunds to any outstanding cancellations.

Members **RESOLVED** that bookings following implementation of these changes are subject to the terms and conditions set out in the new hire agreement.

Members **RESOLVED** to commission work on installing a door to the loft in the Village Hall.

#### **4. DARNHALL BRIDGE**

Members noted the ongoing issue of the changing dates relating to closure of the bridge for repairs.

Members proposed that CWAC is contacted to provide a definite date for closure to allow the planning of Village Hall and other events.

**Meeting closed at 7.45pm**