



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

Minutes of Finance & General Purposes Meeting held on

24 October 2019 at 9.30am – Appleton Parish Hall

Present: Councillors P Walker, B Axcell and S Bengier

Clerk: Mrs J Monks, Asst Clerk: Mrs I Derbyshire

1. **Welcome and Apologies for absence** (none).
2. **Members Code of conduct.** Councillor B Axcell attends Appleton Independent Methodist Church and did not partake in any discussions regarding the Church and its subsidy of the Parish Hall fee. (Item 3)
3. **Hall Hire Charges.**

The clerks had carried out a review of the Parish Hall and a report was produced to help the councillors make their recommendations.

It was recommended

that from 1 April 2020, the hourly rate to rent the large hall will remain at £18, the small hall rate will remain at £21 per session and the Party/Social rate fee will remain at £56 per session. The session rate for the large hall will increase to £40. The Church will pay £40 per session for use on Sunday mornings. The Church Choir and Coffee Morning will pay a subsidised rate of £25 per session and Appletots will pay a subsidised rate of £30 per session. Charity events will be charged at the session rate of £40.

It was recommended

that hirers who use both halls (and are only charged for use of the large hall) will be advised that they may not be able to use the small hall every time if there is another booking.

4. Reminders for payment.

As this is not a problem

It was recommended

that this process remains the same.

5. Cancellation Fee.

It was recommended

that Social/Party events and one off events are paid for in full at the time of booking. If more than three months notice is given to cancel, a full refund will be issued. This applies to regular users of the hall. The same cancellation rules will apply to regular users of the hall.

6. Storage Charge.

It was recommended

not to charge any existing users for storage and not to offer any storage facilities to new users.

7. Equipment Charge.

It was recommended

not to charge extra for use of any equipment in the Hall. Eg projector, sound system.

8. Setting up and Tidying Away.

It was recommended

that the Cleaner will continue with the service to those users who already have requested help. It will not be offered to new users. However, this will need to be reviewed at a later date, in addition to lone working and health and safety.

9. Type of Hall Users. The Hall is used by both profit and non-profit organisations.

It was recommended

that this is reviewed at a later date.

10. Weekly slots and monthly booking issues. A business had approached the Council who wished to have a weekly Wednesday slot but this could not be agreed because an existing organisation had the hall, once a month. The existing organisation had been asked if they could change their evening but they had responded that this was not possible.

It was recommended

that the Parish Council accept their decision.

If this is approved by the full Parish Council, the existing user will be notified that the council accepts their decision.

11. Date of next Finance and General Purposes Meeting. Tuesday 19 November 2019 at 6.30pm.