

# Parish Room Working Party (PRWP)

## Meeting Notes

**Date/Time of meeting:** 03/04/2024 - 7pm  
**Location:** Franklin Hall Meeting room

### Attendees:

Cllr Lynette Corten-Miller - CHAIR (LCM)                      David Stonehouse (DS) - Apologies  
Cllr Christine Parker (CP)    Sarah Boulton (SB1)  
Cllr Philip Maddison (PM)    Sheridan Bell (SB)  
Cllr Jenny Caitlin (JC)    Cllr Robert Bell (RB1)  
Cllr Ruth Birkin (RB) - Note taker                                      Kirk Thomson (KT) - YMCA  
Cllr Natalie Tilsley - Apologies    Cllr Malcolm Dales  
David Biggadyke (DB) - D C Architectural  
Services

	Agenda item	Owner
1	Chair opened the meeting and thanked all attendees for their time. Note: The meeting was opened to all councillors	LCM
2	Chair advised of any apologies received from those that could not attend this meeting, as shown in the list of attendees	LCM
3	<b>Kirk Thomson - YMCA: Benefits of setting up a CIO &amp; Routes to funding</b> Kirk provided guidance in regards to the pursuance of becoming a CIO. Discussion was held regarding community engagement which should include all age groups/ demographics within and around the surrounding catchment areas that use or may use the Parish Rooms going forward. Kirk stated that in order to benefit from this route the Parish Rooms would have to substantially improve revenue. Kirk also cautioned that the route to becoming a CIO could be a lengthy process. If there were no immediate issues to address in regards to the building structure then the timescale to become a CIO would not be an issue. Whatever the route to funding Kirk suggested that the working party visit some recently refurbished community halls such as the Skegness (converted Methodist Church) and others nearby.  It was decided to halt progressing the CIO route due to the current and time sensitive issues regarding the Parish Rooms structure (roof/s). Due to limited money available it was decided to focus on funding to assist in renewing the roof of the building. Plus any energy efficiencies that could be enabled via the VCSE Energy fund, see 3.3	KT

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3.1	Sarah and Sheriden to arrange visits to suitable refurbished village halls so as to gain insights into the process and grants used.	SB/SB1
3.2	<p>Kirk identified that the Parish Council could look at smaller funding routes such as Screwfix/B&amp;Q/Wickes. Sarah raised the issue of grant applications failing. Kirk advised it would be best to apply for several grants so that a contingency may be available. Jenny will review funding avenues as shown below:</p> <p><b>3.2.1 Screwfix/Wickes/B&amp;Q fund.</b></p> <p><b>3.2.3 The Community Ownership Fund:</b>  <a href="https://www.find-government-grants.service.gov.uk/grants/the-community-ownership-fund-1">https://www.find-government-grants.service.gov.uk/grants/the-community-ownership-fund-1</a></p> <p><b>3.2.4 Public Works Lending</b>  <a href="https://www.dmo.gov.uk/responsibilities/local-authority-lending/about-pwlb-lending/">https://www.dmo.gov.uk/responsibilities/local-authority-lending/about-pwlb-lending/</a>  It was noted that this route would affect the Parish Councils Precept.</p> <p><b>3.2.5 Lottery Funding</b></p>	JC
3.3	<p>Lynette to review the <b>VCSE Energy Efficiency Scheme.</b></p> <p>Lynette updated (post meeting) that due to the eligibility requirement we would not qualify for the scheme as below:  <a href="https://docs.google.com/document/d/1nAaaZKaVRiAi_LTQU5YitLYeU2GZjgNjTbYvXOWC5E/edit">https://docs.google.com/document/d/1nAaaZKaVRiAi_LTQU5YitLYeU2GZjgNjTbYvXOWC5E/edit</a></p> <p>In addition, your organisation must have one of the following legal structures/statuses:</p> <ul style="list-style-type: none"> <li>- Charitable Incorporated Organisation (CIO)</li> <li>- Community Benefit Society (CBS)</li> <li>- Trust</li> <li>- Unincorporated Association</li> <li>- Co-operative society</li> <li>- Community Interest Company (CIC)</li> <li>- Company Limited by Guarantee (CLG)</li> <li>- Company Limited by Shares (CLS)</li> </ul>	LCM

	Agenda item	Owner
4	<p><b>To review and comment on the free consultation drawings supplied by D C Architectural Services</b></p> <p>David Biggadyke updated us with drawings for the suggested redesign for the hall. The aim of the layouts was to provide more usable space in the hall. Incorporating a smaller kitchen area, a store room and toilets with full disabled access. It was noted that the main hall's floor may need to be raised so as to provide an appropriate fire exit. This in turn should incorporate adequate ventilation (as noted in the condition survey) and could possibly incorporate insulation. Further in regards to Fire Regulations Kirk updated that there are some new regulations that could affect many village halls and that he will update us after being briefed. Concern was raised in regards to roof works that need to be carried out which in turn may need to be modified for the redesign.</p> <p>After discussion it was agreed that plan C provided the best mix of layout and less building work. It was further discussed that plan C should be modified to increase the store area.</p>	SB/DB
4a	4a. David will produce a revised drawing based on plan C.	DB
5	<p><b>Building Survey - Delaney Marling Partnership (DMP)</b></p> <p>Ruth updated the survey was carried out on the 21st March. DMP were at the hall for many hours and produced a lengthy and detailed report. Ruth produced a summary of the report which highlighted the highest impact areas that being, the main roof and flat roof, plus other areas of concern including fire regulations.</p>	RB
5a	Ruth to arrange for 3 roofing quotes	RB

All actions unless stated otherwise are due by the next meeting on the 17th April - 7pm at the Hundleby Parish Rooms.