

# STADE HALL ADVISORY COMMITTEE MEETING

## Notes of Meeting held on 7th November 2013

<b>1</b>	<p><b>Present:</b> Richard Homewood, Virginia Gilbert, Dick Edwards, Paul Joy, Cllr Trevor Webb , Carole Dixon , Jacqui Lockwood</p> <p><b>Apologies</b> Paul Carter , Christine Barkshire-Jones , Steve Manwaring , Chris May</p>
<b>2</b>	<p><b>Terms of Reference</b> It was agreed that RH would chair the meeting until the committee are all in attendance and the Education &amp; Community reps been appointed. Richard welcomed Carole to the committee, an advised that Catherine Orbach &amp; Janet Relf had not responded to their invitation yet. Yasmin thought that Catherine would be in touch soon.</p> <p>It was also agreed that the Charity committee should be recommended to agree an amendment to the Stade Hall Advisory committee terms of reference to the effect that the quorum should be reduced from 5 to 4.</p>
<b>3</b>	<p><b>Financial Statement</b> Budgets; Stade Hall £17,560 Stade open space £9,100</p> <p>Virginia ran through the circulated spreadsheet, updating the committee with the revised income figures for 7 months ( to date ) Income ; Hall £3.418 Stade Open space £ 4733.33</p> <p>Yasmin advised that the heating thermostat needs to be checked in the Stade Hall it is currently too hot. There are also some snagging issues that still need to be addressed ; 3 cracked windows The door leaks The post outside the front door and bolts to hold the doors open.</p>
<b>4</b>	<p><b>Bookings Diary</b> Virginia ran through the circulated bookings lists.</p> <p>Dick Edwards advised that booking on line is still not an easy process. VG agreed and advised that it will be included in the next upgrade of the website. Virginia also reported that she is hoping to enable the Contact centre to take bookings over the phone.</p>
<b>5</b>	<p><b>Scale of Charges</b> Virginia ran through the circulated report – Seeking the committee’s views on the proposed booking charges for use of the Stade Hall and Stade open space in 2014/15. The proposed charges for the Stade Hall were supported. For the Stade Open space it was agreed that the recommended daily charge be as detailed but</p>

	<p>for non commercial non charging events, it was recommended that charging be limited to recovering the cost of utilities, cleaning and any other incidental expenses or staffing, that the event requires.</p> <p><b>The Charity committee be recommended;-</b> The charges were agreed and a recommendation be taken to the Charity committee for approval.</p>
<p><b>6</b></p>	<p><b>Conditions of Hire</b> Virginia asked for comments by the end of November 2013 from the Stade Hall conditions of hire draft document circulated with the agenda. Carole said it was a very clear document to understand but there is a need to include more detail in the insurance section regarding public liability.</p> <p>RH advised that the legal document “ Terms and conditions for hire of Hastings Borough Council Land” should also say “Council property and Foreshore trust land and property” <b>Action: VG/CBJ</b></p>
<p><b>7</b></p>	<p><b>Notes of the last meeting</b></p> <ul style="list-style-type: none"> <li>• Rate relief - VG clarified the situation regarding rate relief for charities which included the Stade Hall as property of the Foreshore Trust.</li> <li>• Outstanding Invoices - VG confirmed that all the Events that had been overlooked by Aaron have been in voiced for, &amp; everything was now up to date.</li> </ul>
<p><b>8</b></p>	<p><b>Any other Business</b> It was agreed that the group would continue to meet in the afternoons in future to fit in with Pauls availability, and we would try to avoid Tuesdays for Carole.</p> <p>Future meetings would be approximately 4 weeks before Charity committees and the next meeting would be held in the Stade Hall. <b>Action:JL</b></p>
<p><b>9</b></p>	<p><b>Date of the next Meeting</b> TBC</p>