



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
The Council Hall  
1 Yarmouth Road  
Caister-On-Sea  
Norfolk  
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

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**Minutes of the Parish Council Hall Committee Meeting held on Monday 20 January 2025  
at 6.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:	
Parish Councillors:	Chris Kirk (Chair), Kevin Wood, Paul Hammond, Peter Sleet, Sue Wilkinson
Parish Clerk:	Karina Green
Parishioners:	None

The Chair opened the meeting welcoming Councillors.

**9. Consider apologies for absence**

None received.

**10. Declarations of interest not previously disclosed**

No declarations of interest regarding agenda items or requests for dispensation received.

**11. Minutes of the previous meeting**

The minutes were **agreed** as a true record of proceedings.

**12. Clerk - Current Maintenance Requirements/Updates**

- Roof Leak and slipped slates on roof – 2 quotes included in the meeting’s agenda
- South side of hall guttering – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Ground level rear of Men’s toilet – **Clerk to enquire with handyman on 22.1.25**
- Bird netting over men’s toilet – Clerk has arranged a call for 22.1.25 to confirm a date for works to commence
- Rear trees over hanging neighbouring properties to the East – Tree Surgeon coming to assess 21.1.25
- Floor near hall Fire Exit – Alan from the Men's Shed have assessed and will look to resolve ASAP

13. **South Side Boundary of Hall** – Council has previously agreed that the neighbour may access their property, using land belonging to Caister Parish Council. Council request the neighbour to cease use of this access route. **Clerk to compose letter to neighbour.**

14. **Review Quotes Obtained**

- a. Roof Repair – Committee **recommend** pursuing with the repairs with the caveat of checking if this is something the handyman could carry out. **Clerk to consult with handyman and forward to finance committee for agreement of selected quote.**
- b. Asbestos Survey – Committee recommend to **accept** quote and **proceed** with works. **Clerk to forward to finance committee.**

15. **Review the list of routinely required maintenance/inspections - Noted.**

16. **Review Hall Hire Terms and Conditions** – Committee content with document with **Clerk to update document** with three additions:

- Public Liability Insurance Certificates to be provided to Parish Office
- DBS Checks to be provided to Parish Office (where required)
- Hall closures due to situations out of our control

17. **Proposal to cease to use Terms of Acceptance documentation – Agreed.**

18. **Review of Hall Hire Charges** – Committee **recommends** no increase to hall hire charges with an intention to review in January 2026. **Clerk to forward to finance committee for consideration.**

19. **Legionella Testing** – Clerk asked if the Committee whether we need to consider legionella testing of the Council Hall. It is the Committee’s understanding that this is not required due to the absence of a hot water tank. **Clerk to investigate further to ensure Council is carrying out it’s duty to manage legionella risk.**

20. **No agenda items put forward for the next Hall Committee meeting.**

21. **To agree date of next meeting:**

- a. Monday 28<sup>th</sup> April 6.30pm

22. **The meeting closed at 18:31**

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

## CAISTER ON SEA PARISH COUNCIL

21<sup>th</sup> October 2024

### A HALL COMMITTEE

meeting was duly convened and held at The Council Hall at 1830 hrs.

**Present: Councillors** C Kirk (in the chair)  
P Hammond, A Robinson, P Sleet, S Wilkinson and K Wood  
**Parish Clerk** Mrs E Dyble

**01 Apologies for Absence**

None

**02 Declaration of Interest**

None

**03 Current hall maintenance requirements:**

- Roof Leak and slipped slates on roof – **Clerk to obtain tenders for repair**
- South side of hall guttering – **Estimate accepted by Council at meeting on 7.10.24**
- Ground level rear of Men's toilet – **Clerk to get Handyman to check**
- Bird netting over men's toilet – **Clerk to request Handyman to repair**
- Rear trees over hanging neighbouring properties to the East – **Clerk to contact Tree Surgeon to look at trees**
- Floor near hall Fire Exit – **Clerk to contact Men's Shed regarding repair**
- 

**04 South Side boundary of Hall**

Propose writing to neighbour to confirm they are accessing their land over Council land which they have no legal right to do and that access can be removed at any time by the council – **Clerk to forward letter accordingly**

**05 To produce a list of routinely required external inspections & maintenance activities:**

- Fixed Electrical testing
- PAT testing
- Fire Alarm service
- Fire Extinguisher Servicing
- Emergency Lighting servicing
- Intruder Alarm Servicing
- CCTV Servicing
- Gas boiler servicing

**06 Maintenance/Health & Safety Inspection**

Council to consider carrying out a maintenance/health & safety inspection, sample template attached. WCCC-1172289586-1441.doc

**Resolved Clerk to arrange for Building to be surveyed for Asbestos**

**07 Date for next meeting**

The next meeting will be convened on Monday 20<sup>th</sup> January 2025

**08 Closure of meeting**

The meeting closed at 19:05 hrs.

Chair:.....

Date:.....

DRAFT



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## Quotes for Roof Repairs – 20 January 2025

Quote 1:

Job address – Caister parish council hall, Yarmouth Rd, Caister on Sea

Job description- storm damage roof repairs

Remove damaged/dislodged slate tiles on gable end

Remove damaged/ dislodged slate tiles to main roof area allowing for 30no a side

Supply and install new slate tiles where required

Hire of fixed scaffolding to gable end

Hire of mobile scaffolding tower for main roof area

Remove waste and leave site clean and tidy

MATERIALS PLUS LABOUR COSTS = £2,165 + VAT

Any Additional work will be discussed and charged accordingly.

Quote 2:

Re: Roof repairs to main roof of Caister Parish Council Hall, 1 Yarmouth Road, Caister-on-Sea.

To supply Scaffold, labour and materials to repair multiple slipped and broken slates to both sides of main building roof and dispose of rubble.

**Scaffold, labour & materials £2453.00 + Vat**



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## Quote for Asbestos Survey on Council Hall – 20 January 2025

We would require approximately 6-7 hours on site for our surveyor to carry out an Asbestos Management Survey at Caister Parish Council Hall, 1 Yarmouth Road, Caister. After carrying out the survey on site, our surveyor will complete the survey from our office and the completed report would be available within 7 – 10 working days. Please note, access would need to be made to all areas including any locked offices, sheds, cupboards & garages.

An Asbestos Management Survey's purpose is to locate, as far as reasonably practicable, the presence and extent of any potential asbestos within a building which may be damaged or disturbed during normal occupancy. To do this, our surveyors must take small samples of any suspect materials which will then be analysed by a UKAS accredited laboratory. It is possible that there may be minor damage caused by the sampling techniques, however this is kept to an absolute minimum and sampling locations are then encapsulated.

These surveys shall only be carried out if safe to do so – for example if there are live services inside a building such as old Electrical Fuse Boxes, these will not be accessed but be Presumed To Contain Asbestos if thought to be of the type that could contain Asbestos and may require a further visit in the future if disturbance is planned. We would also require the immediate area of any areas to be vacated of any persons when our surveyors are carrying out sampling.

Our surveyors will use our Alpha Tracker survey software to compile the surveys on site, inputting each sample as it is taken and all details such as material description, area size and any recommendations. The analysis will be input once the results have been received. The plan of the units will highlight which areas samples have been taken from and their results.

The complete survey will include;

- Brief description of the type of survey
- Health and safety regulations
- Site history / description
- Information of asbestos and its history
- Certificate of results from laboratory testing
- Data sheets for all samples taken
- Building register with results and recommendations
- Detailed drawing of the building showing which areas samples were taken from and any other building information
- Contractor's signing-in form (to be kept on site when work is carried out)
- Some areas will be cross referenced to other samples where the material in question is of the same composition.

Asbestos Management Survey including all samples:  
NET £745.00

VAT £149.00

**TOTAL £894.00**



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## Schedule of Mandatory Inspections – 20 January 2025



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# SCHEDULE OF MANDATORY INSPECTIONS

<b>Activity</b>	<b>Schedule</b>	<b>Due Date</b>
Fixed Electrical Testing	5 yearly	October 2026
Portable Appliance Testing	Annual	January 2026
Fire Alarm Maintenance	Bi-Annual (Apr/Oct)	April 2025
Fire Extinguisher Servicing	Annual	October 2025
Gas Boiler Servicing	Annual	September 2025
Boiler Insurance Check	Annual	January 2026
Emergency Lighting Maintenance	Annual	April 2025
Intruder Alarm Servicing	Annual	April 2025
CCTV Maintenance	Annual	April 2025



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## Review of Hall Hire Terms & Conditions – 20 January 2025



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# HALL HIRE TERMS & CONDITIONS

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1. Caister on Sea Parish Council shall permit the hirer to use its premises, The Council Hall, 1 Yarmouth Road, Caister on Sea and be provided with a location diagram. The hirer shall pay the correct hiring charges as agreed with the Parish Clerk at the time of booking. These charges are reviewed and are inclusive of lighting, heating and use of the kitchen.
2. The hirer can be ordered to give up 2 sessions of hire [weekly users] in any 12 months, by Caister on Sea Parish Council, giving 1 months' notice.
3. The hirer shall make available to Caister on Sea Parish Council, a copy of their Public Liability Insurance.
4. The hirer is to inform their attendees of the emergency evacuation procedures, exits and assembly point at the commencement of each session. The hirer is responsible for accounting for all attendees.
5. The hirer must be told where the fuse box is situated and a phone number for contact should an emergency arise (Caretaker or Assistant Caretaker) that does not require a 999 call, i.e. a burst pipe.
6. The hirer must:
  - a. not trespass into areas of the hall that are not included in the hire;
  - b. only use the hall for the purpose for which it was hired;
  - c. keep noise levels to a minimum;
  - d. not leave the hall unattended or insecure at any time.
7. Caister on Sea Parish Council should provide a book with the terms and conditions which the hirer signs when accepting the keys (if applicable), to indicate that they are conversant with the Terms and Conditions. The book should then be signed at the end of the session to inform that everything is in order, stating any defects, ie blown bulb, broken cup, item used from First Aid box so these matters can be looked into, plus any other constructive comments they feel relevant.
8. The Caretaker is to open the Council Hall at a time ~~determined by~~ agreed with the hirer. The hirer will be responsible for ensuring that all doors are closed, the alarm is set and the hall is securely locked at the end of each hire, with the key returned through the letter box (where applicable).

9. All equipment used must be left in the condition it was found i.e. clean and not broken. The hirer shall be responsible for any damage caused to any equipment **and any costs incurred as a result of damage or broken equipment will be the responsibility of the hirer.** ~~The cost of broken equipment will be charged to the Hirer.~~
10. The hirer shall be responsible for any damage caused to the premises or to the furniture, fixtures and fittings therein during ~~its~~ **their** use of the premises or as a result of ~~its~~ **their** use of the premises, and shall repair and/or replace any furniture, fixtures or fittings so damaged.
11. The hirer agrees that adequate insurance will be taken out covering any such incidences, and that a copy of said insurance policy will be forwarded to the Clerk 7 days prior to the event taking place. Failure to provide sight of this document may lead to Caister on Sea Parish Council revoking this agreement. The Hirer must not leave children unattended in any area of the building.
12. The hirer shall be responsible for ensuring the premises are left ~~in a~~ clean and tidy ~~manner.~~
13. The hirer should be conversant with the location of the first aid and firefighting equipment. A first aid box is provided, but it is also advisable for the hirer to supply their own first aid equipment. The accident/incident book is located in the first aid box **which is located to the side of the stage area, outside the kitchen.**
- ~~14.~~ Caister on Sea Parish Council operates a strict No Smoking Policy **including** No E Cigarettes, **vapes and** naked flames. **This includes outside the front of the building underneath the porch.** A designated area for smoking is located outside at the rear of the Council Hall.
15. One months' notice must be given to Caister on Sea Parish Council by the hirer for termination of hire. Any charge relating to termination of hire will be at Caister on Sea Parish Council's discretion.



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## Proposal to Cease Using 'Terms of Acceptance' – 20 January 2025

Upon application of hire of the Council Hall, hirers are asked to complete a booking form which they are asked to sign, confirming their acceptance of the terms and conditions. The 'Terms of Acceptance' document currently used replicates part of the information included in the pre existing Terms and Conditions document and is therefore not required as part of the booking process.

**HIRE OF COUNCIL HALL**

**TERMS OF ACCEPTANCE**

- 1** Hirer can be ordered to give up 2 sessions of hire, in any 12 months, by Council giving 1 months notice to Hirer.
- 2** Caretaker will open up 'Council Hall' at a time determined by the Hirer. The Hirer will be responsible for ensuring that the Hall is securely locked at the end of each hire and alarm set.
- 3** The Hirer to ensure that Cooker, Work Tops and any equipment used is cleaned and left as found before leaving the Hall.
- 4** One months notice must be given to Council by the Hirer for termination of Hire, or any session of Hire that will become of non-use, charge to be at Council's discretion.

**The above conditions become effective from 1<sup>st</sup> April 2024**

**Please complete and return tear off slip below**

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**TERMS OF ACCEPTANCE**

**NAME OF ORGANISATION.....**

I/We understand the above conditions.

**Signed .....**

**Date.....**



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## Review of Hall Hire Charges – 20 January 2025

### Background

The charges rose for hirers from 01.04.24 as follows:

<b>Weekday</b>	Before 01.04.24	From 01.04.24
Regular Hirers	£10.50 hour	£12.00 hour
Commercial Hirers	£11.50 hour	£14.00 hour
One Off Hirers (parties etc)	£11.50 hour	£14.00 hour

<b>Weekend</b>	Before 01.04.24	From 01.04.24
Regular Hirers	£11.50 hour	£14.00 hour
Commercial Hirers	£12.50 hour	£14.00 hour
One Off Hirers (parties etc)	£12.50 hour	£14.00 hour

<b>Elections</b>	Before 01.04.24	From 01.04.24
	£400.00 day	£450 day