

## Memorial Hall Committee

**13 June 2011, 14.00h**

Present	Councillors:	G Clark	Chairman
		D Johnston	
		T Reason	
		Julia Warren	Clerk to Council
		Press	0
		Public	0

### **1948-11 Apologies and substitutions**

Apologies were received and accepted from Councillor A Brewster (personal reasons)

### **1949-11 Questions from the Public**

None.

### **1950-11 Specific Declarations of Interest**

None.

### **1951-11 Minutes**

The Minutes of the meeting held on 24 May 2011 were approved.

**Resolved**                      **To confirm the Minutes of the meeting held on 24 May 2011 as a true and accurate account of the meeting and for these to be signed by the Chairman.**

### **1952-11 MH Licensing Schedule and Designated Premises Supervisor (DPS)**

The operation of the Memorial Hall as a licensed community premises was discussed including the advantages and disadvantages of having a permanent licence. Members agreed that the availability to hire the hall, the current detail of range of hirers, charging structure, facilities provided and fee income be reviewed. This would link to the marketing strategy and potential redesign of the facility discussed at Minute 1927-11. The committee wished to view the hall holistically. Through discussion a number of maintenance issues arose including the urgent need to utilise the services of the plumber and change the lock on the bar door. The advantages of a licensed premises were acknowledged, it

was recommended that hirers opting to sell alcohol and hence maximise the facility be surcharged £100. It was further agreed that a deposit system be considered or to allow for additional charging when problems arose or the hall not left clean and tidy.

The Clerk and Committee Chairman, as agreed at Minute 1917-11 had sought advice from the licensing solicitor at SADC, following which the Clerk had redrafted the supplementary licensing conditions which hirers were required to sign. These revised conditions were recommended for Council approval.

Consideration was then given to the change of DPS. Members considered and agreed to replace the DPS with a Management Committee following guidance supplied by St Albans District Council from the Department of Culture Media and Sports. There was no legal requirement for committee members to attend the personal licence course (£150 pp). SADC had advised that consultation on change from DPS to Management Committee took 15 days, had to be advertised on the premises and cost £23. It was agreed that the Clerk submit an application to include all four members of the Memorial Hall committee (following confirmation with Cllr Brewster).

The chairman formally then proposed the recommendations which were agreed.

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| <b>Recommendation to Council</b> | <b>1 To review hirers</b>                                                                    |
|                                  | <b>2 To review charging structure, facilities offered and fee income</b>                     |
|                                  | <b>3 To consider a deposit system/surcharge for failure to leave the hall clean and tidy</b> |
|                                  | <b>4 To consider an additional charge for those wishing to sell alcohol</b>                  |
|                                  | <b>5 Clerk to urgently call upon the plumber and locksmith</b>                               |
|                                  | <b>6 To approve the revised supplementary licensing conditions</b>                           |
|                                  | <b>7 To apply to St Albans District Council to replace the requirement to have a DPS</b>     |
|                                  | <b>8 with a Management Committee (Cllrs Brewster, Clark, Johnston, Reason)</b>               |

### **1953-11 Key access**

Consideration as given to the request that the Artskool teacher paid by the Parish Council to deliver weekend art classes to children be given the internal key to the Hewitt Room for a trial period. Access to and egress from the building was not an issue as the library opened for longer hours than Artskool. The system currently in place, and becoming untenable, was that Councillor Brewster (Chairman of Playing Fields and Youth Committee which sponsored the project) opened and closed the building. This was agreed.

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| <b>Recommendation to Council</b> | <b>To give the Artskool Teacher an internal key for a trial period</b> |
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