



EVESHAM TOWN COUNCIL



TOWN COUNCIL meeting **12th SEPTEMBER 2022** at 6.30 p.m. in the Council Chamber at the Town Hall

Item 8 – Town Hall

The item has been requested by Cllr A. Dyke. His report is attached with recommendations. A copy of the current booking form is also attached for information.

Jo Adams
Town Clerk

Unit 6 Ground Floor
Abbey Lane Court
Evesham, WR11 4BY

01386 565700

townclerk@eveshamtowncouncil.gov.uk

Evesham Town Hall March 2022

Background.

A few months ago, Wendy and I went to a funeral, the wake of which was held in the town hall. During the wake we notice that those people that were using the bar, were using plastic glasses. We also notice that people who had cups of tea or cups of anything, didn't have any saucers.

On inquiring exactly why this was, we were told that the glass washer was not working in the bar, and there weren't enough saucers in the kitchen to be used.

We decided at that point, we should do an inventory of the town hall and see exactly what was there in the way of crockery. When we arrived at the town hall, we could see there were a number of things wrong, not just plates and glasses.

The kitchen itself was quite dirty, had not been cleaned properly for a considerable time. We did check all the crockery, all the glasses, and have made recommendations already.

We decided that we should do. A complete inventory of what was needed in the town hall and make recommendations, based on our findings to council.

Following the report that we gave to the town council, it was decided that we would set up a working group. Which would include the bar operator and the caretaker. We gave our report at ETC planning committee with a significant number of pictures, so members could see what was happening in the town hall and it needed to be looked at seriously and urgently. The report was then discussed at full council. At that meeting, it was decided that we should set up a small working group and we asked for councillors if they would like to join us. We are sad to say that no councillor has contacted us, so we have had to pursue it ourselves.

Bar

During our inventory, I asked the lady who let us in to unlock the bar. While there, I wondered what was wrong with the broken glasswasher. I switched it on, and it worked perfectly. We later found out the dishwasher was not broken, it was leaking. It was leaking into The Valkyrie Bar, situated below the town hall. The dishwasher was replaced with a new one at the cost of £1,740. The council also bought a new bottle cooler unit for £736. It is our understanding that water is still leaking into The Valkyrie Bar and there is an ongoing insurance claim for damage to The Valkyrie Bar. If the glass washer is still leaking, it was either not fitted properly or the water is coming from somewhere else, and we spent money on a new dishwasher unnecessarily.

There is another issue with the bar, in that some groups, hire the town hall and bring their own alcoholic drinks into the town hall and consume on site. The groups say they do not sell the drinks, however, this causes a considerable issue to the licensee. Should there be a disturbance or medical situation happen within the town hall, the council along with the owner of the licence could be liable for damages. At the moment the caretaker opens the town hall and then leaves. There is no supervision from a council staff member or contractor and the caretaker does not return to lock up, this practice has been in place for years, according to the caretaker. On asking all venues within Evesham, none of them allow alcoholic drinks to be taken in and consumed on their premises.

The town hall booking form states various numbers of hours can be booked, and in addition other facilities can be booked on top. Booking the hall in the evening 6.00pm – Midnight or all day 8.00am – Midnight, causes an issue and a conflict if the bar is also booked. We understand the licence allows the bar to stay open until 1.00pm. We also understand the hall is booked (unofficially) outside hours stated, sometimes until 1.30am. Once the bar is closed those responsible for the bar area, lock the

bar and go home, leaving those in the town hall, to shut up and leave whenever they like. This is clearly unacceptable.

Recommendation

Only alcohol purchased from the licenced bar can be consumed in the town hall.

The town hall open hours should be reviewed with a finish time of midnight or 1.00pm, whichever is deemed right for a town area, where there are large number of residential properties. Whatever is decided, our booking form and the bar closing hours must be in unison.

Tables and Chairs

Tables and chairs are stored in the passageway around the bar and the mayor's parlour. This causes a health and safety issue and must be resolved ASAP. One suggestion would be to screen the hall at the end with the large cupboards (which need refurbishing) and put them behind the screen. We should also make additional room for the microphones and other clutter on top of the cupboards.

Caretaker

It is the responsibility of the caretaker to unlock and lock up each event. This is not happening, particularly in the evening, hirers are told where to leave the keys inside the hall and leave the building, pulling the door securely closed. We do not know, what time a hirer is leaving the town hall, or in what condition. If they are playing music after the licencing approved hours, we could have our licensing revoked.

Recommendation

The caretaker is contracted to open and close the town hall after events. The council will need to enforce this arrangement in future. If the caretaker feels he is not paid enough for fulfilling his duties, the town clerk should renegotiate the terms and conditions of his contract.

Kitchen

Keeley was asked how many times the kitchen had been hired. Keeley stated that the kitchen had been hired three times from January to December 2019. There are groups that use the kitchen to make tea and coffee and wash up, but do not use the facilities. Definition of facilitates:- *a place, amenity or piece of equipment provided for a particular purpose.*

The kitchen door is always left open and unlocked. We either charge for the facility or put the rates paid for the hall up. Then kitchen should be locked at all times, except when it is hired.

Recommendation

The kitchen should be always locked.

Or sell the kitchen equipment, except for the fridge, freezer, teacups and saucers, tea plates, tea spoons and urn. A kettle would need to be purchased. The far end of the kitchen could be used for storing the tables and chairs and a kitchenette built at the other end for tea and coffee making facilities. The sale of the kitchen equipment should cover the cost of kitchenette.

Curtains and blinds,

Refurbish all curtains and blinds within the town hall. The pull cords may not meet new child safety laws. Three local companies are happy to quote for this work, including the company who supplied and fitted them.

Lyndsey Savery interior Design - Contact Lindsay or John Lockett 01386 858941 (Originally supplied and fitted)

Interiors by Nichola 01386 741040

Angela Bravington Interior Design 07967 116833

Decoration

There are clearly issues with the roof, causing leaks into the hall. We understand a contractor has been onto the roof to access the damage. We cannot do anything to the walls and ceiling until the roof has been repaired. However, we can spruce up the white gloss paintwork, e.g. windows, skirting boards, doors etc.

Recommendation

Three quotes are obtained from local businesses to carry out this work in a timely manner.

Single use plastic.

No single use plastic to be used in the hall.

Toilets.

Ladies - Toilet roll holders are broken, and the key is lost. The toilets are often without paper, and the roll is on the floor, or top of the cistern or sometimes none at all. This is an important part of anyone hiring the hall. They would expect better, and it is easy for our cleaners to check when a visit is made.

Recommendation

Either find the key or replace the holders. We understand holders can hold two rolls, using these will stop the running out situation. Toilets need to be checked before any sort of event or hiring.

Town Hall Booking Form

See appendix

And finally

This is the best venue in town by far. The condition of the town hall has been neglected for years. Our proposals will cost the council financially now. If the council wishes to have a first class venue, we must keep on top of maintenance ongoing. We should be making much more of it, e.g. covers for the chairs and tables readily available for weddings etc. We must be ahead of the game before the refurbished Public Hall is available to hire.

Recommendation

Appoint a part time manager to promote the hall and oversee all hiring and contractors.

Appendix

Town Hall Booking Form

Some of the comments and recommendations have been have already been said in the main report but we thought for completeness we would say it again under this heading.

The Booking form is a vital document because it contains information written by the person that is hiring the hall. It is a contract. Our comments should be read in conjunction with a copy of the Booking form.

In making these recommendations it should be noted that we have not had sight of any staff or service provider information or contract. This is a matter for the town clerk.

Recommendation

The paragraph starting 'If you require the bar....

This paragraph should be altered to:- If you require the bar for your function, please contact the licensees Pete or Lisa on 07496770560 or 07967030426. They will be happy to talk through your requirements to ensure that the bar is adequately stocked (subject to availability) Please note that alcohol is only to be sold by the licence holders. If it is found that alcohol is being sold or alcohol is brought into the town hall for consumption on the town hall premises the Town Council have the right to stop the function immediately. Events will be spot checked and council stewards appointed if necessary.

The final paragraph on page one should be removed, apart from the caretaker contact details.

Reason

It is the responsibility of the caretaker to open up, close up, and make sure the hall is left in a satisfactory condition.

Add to the booking Form

All Wychavon District Council car parks are free after 6pm Monday through Saturday and are free anytime on Sundays.

BOOKING FORM



Evesham Town Council

Evesham Town Council

Unit 6—Ground Floor
Abbey Court Lane, Abbey Lane, Evesham
Worcestershire WR11 4BY
Website: www.eveshamtowncouncil.gov.uk
Email: juliesparrow@eveshamtowncouncil.gov.uk

Dear Sir/Madam

BOOKING OF THE EVESHAM TOWN HALL

DATE:

TIME:

FEE:

Following your request to hire the Town Hall, I am pleased to confirm that a provisional booking has been made as detailed above.

This booking form should be completed and returned to Evesham Town Council, Unit 6 (ground floor), Abbey Lane Court, Abbey Lane, Evesham Worcestershire WR11 4BY.

Payment is required in full one month prior to the event. Payment can be made in 3 ways:
Pop into the Town Council Office where you can pay by card

BACS to Unity Trust Bank Account No: 20449052 Sort Code: 60-83-01

Please put reference TH and the date of the booking

If you require the bar for your function, please contact the Licensees Pete or Lisa on 07496770560 or Mobile: 07967030426. They will be happy to talk through your requirements to ensure that the bar is stocked to your requirements (subject to availability). Please note that alcohol is only to be sold by the Licence holders. If it is found that alcohol is being sold privately, or alcohol is brought into the town hall for consumption when the bar is in service, Evesham Town Council have the right to stop the function immediately.

The caretaker is Mr Slav Nadolski who will meet you at the beginning of the booking to hand you the key and will advise where to put the key after your event. If Slav is unavailable, a member of his team will be present. To make contact with the caretaker, please call 0751 8041310.

If you have any further question, please do not hesitate to contact us.

Yours faithfully

Evesham Town Council

Hirers Name:

Address:.....

Mobile:..... email:

(to comply with Data Protection, this page will be shredded after the booking)

Type of function to be held:

.....

Is music, singing, dancing or any other form of entertainment expected to take place as part of the above function? YES/NO. If yes, please specify type eg live band(s) disco, etc.

.....

NB FUNCTIONS MUST CEASE BY 1.00AM TO COMPLY WITH THE TOWN HALL LICENCE.

Please give names and addresses of two stewards who will be in attendance at all times. The Council reserves the right to request that more stewards be in attendance if it deems it necessary.

1

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2

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DECLARATION

I hereby apply to book the hall as indicated and full payment of £_____

Subject to confirmation of my booking I accept responsibility for ensuring that the conditions of hiring are fully complied with. I also confirm that I have read the fire procedure and am aware of where the fire extinguishers/alarms/blankets are.

Signature of Applicant

Date.....

Market Square is restricted. Please find attached map of Public Car Parks in the vicinity

April 2022 to 31st March 2023

Hire of Council Chamber

Mornings (to 1 pm)	£72
Afternoons (from 1pm)	£72
Evenings (from 5 pm)	£111
All day (8am - 5pm)	£121

Hire of Town Hall (Main Hall)

Morning (8am - 1pm)	£72
Afternoon (1pm - 6pm)	£72
Evening (6pm - midnight)	£97
All day (8am - midnight)	£207
Weekend and Bank Holiday Supplement £25 per session	

Fee for setting up night before event (if hall not let) £30 per hour

Discounts:

Registered Charitable Organisations 20%

For bookings 20 occasions or more per year 20%

Hire of Kitchen £40

Hire of Bar £33 Please Contact The Bar Licence Holder is Peter Dowdeswell.

Contact: 07496770560 or 07967030426 You are welcome to contact Pete to discuss your needs

Town Hall Information

24 Tables to seat 4 (2 people each side) = 96 Seated or

2 people each side and one person either end = 144 Seated

200 people just seated

Stage/Platform

Measurements – 62ft x 26 ft

Tea Urn – no extra charge

**FIRE PROCEDURE FOR HIRERS OF
EVESHAM TOWN HALL**

IF YOU DISCOVER A FIRE

1. Immediately raise the alarm by operating the nearest fire alarm call point.
2. Only attack the fire if it is safe to do so and such action would contain or extinguish the

ON HEARING FIRE ALARM

3. When the alarm bell sounds you must immediately inform all persons in the hall to evacuate the building in a calm and orderly way by using the nearest Fire Exit.

DO NO USE THE LIFT

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NO RE-ENTER THE BUILDING

4. Make your way quickly but carefully to the assembly point situated in the Market Square alongside (but not blocking) the entrance to the Riverside Shopping Centre.

5. Please remain at the Fire Assembly point until you receive further instruction from the Fire Officer or an authorised officer of the council.

TREAT EVERY ALERT AS A REAL EMERGENCY

IT COULD WELL BE ONE

I hereby confirm that I have been instructed and understand my duties as Steward at the Town Hall. All fire exits, fire extinguishers points and the Fire Assembly point have been shown to me. I agree to abide by these instructions and any instructions given to me by an authorised officer of the Council or the Fire Officer.

Signed:.....

Date of function:

Please sign:

Name printed here.....

**EVESHAM TOWN COUNCIL CANNOT BE HELD RESPONSIBLE
FOR ANY CONSEQUENCE OF NON-COMPLIANCE WITH THIS
PROCEDURE**