



WEASENHAM PARISH COUNCIL

COMMUNITY BUILDING MANAGEMENT PLAN

Adopted: March 2024
Revised: October 2025
Review: March 2026

COMMUNITY BUILDING MANAGEMENT PLAN

1. Introduction

1.1 This Management Plan sets out detail of the management of the Community Building, the procedures regarding the hiring of the premises and information on health and safety pertaining to the Building.

1.2 The Community Building is an all-inclusive facility, erected and maintained principally for use by the residents of the Parish of Weasenham. However, the Building and the Recreation Field can be made available to residents of other parishes.

2. Management

2.1 The Community Building is the responsibility of Weasenham Parish Council (WPC). WPC will manage bookings for the Building and maintain appropriate health and safety documentation and risk assessments.

2.2 The keyholders for the Building are Cllr Tom McClenaghan, Chairman, and Cllr Jackie Hargreaves. (Contact details are to be found at paragraph 8.1). Other Councillors or WPC nominated persons may become temporary keyholders as needs arise.

3. Defibrillator

3.1 For the benefit of hirers, and the wider general public, a defibrillator is attached to the outside of the Building. This essential piece of lifesaving equipment is accessed in an emergency by calling 999. The operator will ask for the postcode of the Building (PE32 2TB) and will then provide the caller with the relevant code to open the cabinet. The defibrillator can then be used in accordance with the instructions.

3.2 It is **vitaly important** that WPC is informed if the defibrillator is used. Reporting its use will allow the Clerk to order, without delay, replacement pads and ensure that the battery is sufficiently charged, ready for any further requirement to use it.

4. Hiring Procedures

4.1 The use of the Building and its facilities is available for hire to all residents of the Parish of Weasenham, provided that the named hirer is 18 years old or over. It can also be hired by residents of other parishes on the payment of the relevant fee. A list of fees is attached at Annex 'A'.

4.2 WPC has a duty of care to all hirers to provide a safe and clean environment for all events.

4.3 In the interests of child protection and the welfare and protection of vulnerable adults, WPC has a Safeguarding Policy. This can be found on the Council's website at www.weasenhamparishcouncil.org/community-building.

4.4 A Hirer's Privacy Notice can also be viewed on the Council's website at the same address.

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4.5 Enquiries regarding hiring the Building should be directed to the Clerk or Councillor Tom McClenaghan. Contact can be made by telephone or email. (Contact details are to be found at paragraph 8.1)

4.6 To secure a booking for the Building, the prospective hirer will need to provide the date and time they wish to book it and the reason for the booking, e.g. birthday party, club or group meeting, etc. They must also state what additional equipment, if any, they plan to use in the Building.

4.7 A booking will only be confirmed once the relevant fee has been paid to WPC.

4.8 All hirers will be required to read and sign a Conditions of Hire form prior to the booking. This form will be retained by WPC in accordance with the General Data Protection Regulations (GDPR). A copy of the form is attached at Annex 'B' to this document.

4.9 A keyholder will meet the hirer at the Building to unlock it and explain the facilities available to them. They will then return at the end of the booking period to ensure that all heaters and lights, etc. are switched off and the Building has been left clean and tidy. They will then secure the building.

4.10 Hirers wishing to bring equipment to the Building or Recreation Field are advised, under Health and Safety Executive guidelines, to provide a risk assessment for the activity that they are planning. This will help to protect them and WPC and comply with the terms of the Council's Public Liability Insurance. Any risk assessments provided will be retained in accordance with the GDPR.

4.11 Persons wishing to hire the Community Building for a larger event (in excess of 100 people¹) will be expected to provide an event management plan, health and safety documentation and relevant risk assessments.

5. Music

5.1 Unfortunately, the Community Building does not currently hold a PRS/PPL Music Licence. This is purely down to the high cost of the licence. Hirers need to be aware of this when organising an event in the Building.

5.2 A Music Licence is not required for:

- 5.2.1 Children's parties;
- 5.2.2 Birthday parties;
- 5.2.3 Funeral wakes; or,
- 5.2.4 Anniversary celebrations.

5.3 For some events a Temporary Event Notice (TEN) can be applied for. A TEN permits a holder to carry out a 'licensable activity' on unlicensed premises in England and Wales. For more information visit, [Temporary Events Notice \(England and Wales\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/temporary-event-notice)

¹ This number refers to an event where both the Community Building and the Recreation Field are being used. The maximum number of people allowed in the Community Building at any one time is 60.

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6. Finance

- 6.1 All bookings of the Community Building must be paid in advance and preferably by BACS bank transfer. Payments cannot be made by cash.
- 6.2 Cheque payment booking fees will be passed to the Chairman or Clerk for banking. A receipt will be given for the payment and the transfer will be recorded on the Scribe accounting software.
- 6.3 Any items to be purchased for the Community Building will be agreed at a meeting of the Parish Council and recorded in the minutes.
- 6.4 Notwithstanding paragraph 6.3, The Clerk has delegated authority for expenditure on necessary items up to the value of £300. Any items purchased under this paragraph will be reported at the next meeting of the Parish Council and recorded in the minutes.

7. Health and Safety

- 7.1 In accordance with advice from the Health and Safety Executive (HSE), a full risk assessment has been carried out on the Community Building and is available to view on the Council website at www.weasenhamparishcouncil.org/community-building.
- 7.2 A Fire Risk Assessment is in place for the Community Building.
- 7.3 The Fire Assembly Point is located in the Recreation Field's car park, where appropriate signage is displayed.
- 7.4 The Community Building is a no smoking or vaping facility. There is a cigarette bin located outside the main entrance to the Building. Smokers and vapers are required to stand away from the entrances to the Building.
- 7.5 COSHH sheets are available for any chemicals that are used in the Community Building. These are collated in a file retained at the Building.
- 7.6 There is a First Aid Kit and Accident Book in the Community Building. All accidents and incidents that happen within the Building must be reported in the Accident Book and brought to the attention of the Clerk or any Councillor.

8. Contacts

- 8.1 Contact details for the Clerk and all Councillors are listed below and can also be found on the Council's website and noticeboards.

Gail Robinson, Parish Council Clerk - 07594 410101 - clerk@weasenhamparishcouncil.gov.uk

Tom McClenaghan, Chairman - 07809 375942 - cllr.tom.mcclenaghan@weasenhamparishcouncil.gov.uk

Jackie Hargreaves - 07887 653424 - cllr.jackie.hargreaves@weasenhamparishcouncil.gov.uk

Jenny Tidman - 07835 497340 - cllr.jenny.tidman@weasenhamparishcouncil.gov.uk

Peter Jackson, - 07724 661418 - cllr.peter.jackson@weasenhamparsihcouncil.gov.uk

Annex 'A'

Hire of the Community Building

List of Fees

For Weasenham Parish Residents

Up to 4 consecutive hours	5 hours	6 hours	7 hours	8 hours	Each additional hour will be charged at an additional £1.25
£5	£6.25	£7.50	£8.75	£10	

For Non-Weasenham Parish Residents

Up to 4 consecutive hours	5 hours	6 hours	7 hours	8 hours	Each additional hour will be charged at an additional £5
£20	£25	£30	£35	£40	

All hire charges will be reviewed annually to ensure that costs are being covered.

Right to Waive the Fee

Weasenham Parish Council reserves the right to waive the hire fee where it considers that it is appropriate to do so. One example of this would be meeting for refreshments at the Building following a Remembrance Day gathering.

Payment

Hire fees must be paid in advance of the hire date. Ideally, all fees will be paid by BACS (Bankers' Automated Clearing System). The details that you will require to do this as are follows:

Account name: Weasenham Parish Council

Sort Code: 20-28-20

Account number: 70933023

Weasenham Community Building

Conditions of Hire

1. Bookings can only be made by arrangement with Weasenham Parish Council on 07594 410101 (clerk@weasenhamparishcouncil.gov.uk) or Councillor Tom McClenaghan on 07809 375942 (cllr.tom.mcclenaghan@weasenhamparishcouncil.gov.uk)
2. Bookings can only be made by persons 18 years or over.
3. Please note that the maximum capacity of the Community Building is **60 persons**. This to comply with fire regulations.
4. All hirers must appoint a named person to be responsible for fire safety rules observance. This person will be responsible for ensuring that all guests know what to do in the event of a fire. The fire exit is clearly marked, and the fire assembly point is in the car park.
5. The fire exit and other doors are to be kept totally clear of obstructions and impediments.
6. No electrical appliance can be brought into the building by hirers unless it has a current PAT test label attached indicating that it is safe to use. Safety of persons using the building is of paramount importance. Any appropriately labelled appliance brought into the building must be removed at the end of the hire period.
7. There is currently no music licence applicable to the Community Building, therefore, other than when the exceptions stated in para. 5.2 of the Community Building Management Plan apply, music cannot be played in the Building or Recreation Field as part of an event.
8. No smoking or vaping. It is against the law to smoke in the Community Building.
9. All hirers serving food must abide by basic food safety regulations.
10. Tables and chairs are available. Additional chairs are available on request. These must be cleaned and cleared away after use.
11. It is the responsibility of each hirer to leave the Community Building in a clean and tidy condition. All rubbish must be removed by the hirer and new bin liners should be inserted in the bins.
12. The floor should be swept/vacuumed at the end of your event.
13. All kitchen items used must be washed and put away. Surfaces must be wiped with the provided disinfectant wipes. This includes the surfaces of tables used.
14. Hirers are liable for any loss, damage, theft or injury caused as a result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Weasenham Parish Council.
15. Any damage or breakages should be reported to the Clerk or Tom McClenaghan as soon as possible and may be charged for.

16. If the hirer intends to bring a Bouncy Castle or similar equipment to the Recreation Field, the Clerk or Tom McClenaghan **must** be informed at least 24 hours before the commencement of the booking. The hirer will be totally responsible for ensuring that the equipment is fit for purpose, and that all safety protocols will be followed. They must also take full responsibility for the safety of all persons using the equipment. Weasenham Parish Council accepts no liability for injury sustained whilst using such equipment. The equipment must be removed from the Recreation Field at the end of the hire.
17. Please report any accidents in the accident report book (located in storeroom) and to the Clerk or Tom McClenaghan. Please also report if any item has been removed from the first aid boxes, so that arrangements can be made for their replacement.
18. Prior to leaving the building, all lights and heaters must be turned off and all windows and doors, shut and locked. The defibrillator should remain **switched on**.
19. All evening functions must finish in accordance with the terms of the booking form and the building must be cleared by midnight at the latest.
20. If a hirer requires to cancel the booking, they should inform the Clerk or Tom McClenaghan as soon as possible. The Council, at its discretion, may ask for payment for the booking or not refund it, if already paid, if the booking is cancelled with less than 48 hours' notice.
21. If any of these conditions are breached then future bookings may not be accepted.
22. Weasenham Parish Council works with Norfolk Constabulary and may share information of our bookings to prevent crime and disorder. By placing my booking, I acknowledge and accept this.
23. Vehicles should only be driven across the field to the Community Building if absolutely necessary, e.g., to transport heavy or bulky items. The concrete path to the Community Building has been inspected by Breckland Council (April 2024) and is deemed to be more than adequate for those using a wheelchair. However, people using wheelchairs may drive/be driven up to the Community Building if they feel unable to negotiate the path. (See the Community Building Access Statement on the Council's website at www.weasenhamparishcouncil.org.) Particular consideration should be given when the grass is wet as damage could be caused. Under no circumstances should vehicles be driven on any part of the concrete pathway.

Hirer name:

Signature:

Date:

Clerk signature:

Date Paid:

If paying by BACS, please use the following details.
 Weasenham Parish Council
 Sort Code: 20-28-20
 Acc. No. 70933023

In case of an emergency please contact:

Gail Robinson, Clerk to Weasenham Parish Council on 07594 410101, or
 Councillor Tom McClenaghan (Chairman) on 07809 375942, or
 Councillor Jackie Hargreaves on 07887 653424