



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

5 January 2023

To: All Members of the Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **AMENITIES COMMITTEE** to be held on **Wednesday 11 January 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray  
Town Clerk

***Please contact the Town Council office on 01929 553006 if you need any further information on this Agenda.***

**Members of the Amenities Committee**

Councillor V Green (Chairman)  
Councillor B Ezzard  
Councillor S Kemp  
Councillor C Turner

Councillor D Budd (Vice Chairman)  
Councillor H Goodinge  
Councillor L Kirk



## **AMENITIES COMMITTEE MEETING A G E N D A**

**11 January 2023**

**1. Apologies for absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

**2. Declarations of interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on 30 November 2022**

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

**5. Matters arising from the minutes of the last meeting held on 30 November 2022**

To consider any matters arising from the previous minutes of the Committee.

**6. Quay Gent Toilets Door**

To consider the quotes for repair and reinstallation.

**7. Outdoor Table Tennis facility**

To consider the request for installing a Table tennis facility at Hauses Field.

**8. Review of Town Hall and Recreation Ground hire facilities Terms and Conditions**

To review and consider the terms and conditions of hire of the Town Hall and Recreation Ground facilities.

**9. Review of Council Security**

To consider the current security arrangements of the Council.

**10. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Amenities Committee. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**11. Date of next meeting**

To note the date of the next meeting, which is scheduled for **22 February 2023** at **7pm**.



**Minutes of a meeting of the Amenities Committee held on Wednesday 30 November 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors V Green (Chairman), D Budd (Vice Chairman), B Ezzard, H Goodinge, L Kirk, C Turner.

**Officers present:** N Gray, Town Clerk and RFO and G Pettifer, Deputy Clerk

**451. Apologies for absence**

Apologies were received from Cllr S Kemp for personal reasons.

**452. Declarations of interest**

There were no declarations of interest.

**453. Public participation time**

There were no members of the public present.

**454. Confirmation of the minutes of the previous meeting**

The minutes of the Amenities Committee held on 19 October 2022 were **APPROVED** as a correct record of the meeting and were signed by the Chairman.

**455. Matters arising from the minutes of the previous meeting**

The Clerk noted the decision under minute number 370 where it was agreed that Wareham Community Growers (WCG) would have the plants at the end of the season and informed the Committee that there were several bulbs and plants left over from the winter planting which the WCG would be welcome to if the Committee felt it was appropriate. Members agreed this was part of the same decision made at the last meeting and welcomed the suggestion which would save the plants and bulbs from being thrown away. Cllr Turner said she would liaise with WCG regarding getting the items where they would be most useful.

**456. Council Chamber Water Cooler**

It was **RESOLVED** to terminate existing contract with Water Logic and to enter into a new contract with Supplier C (Eden Water) at an estimated cost of £20.22 per month, dependent upon amount of water and cups ordered.

**457. Quay Toilets Wall**

The Committee discussed the recent building work to the wall of the Quay toilets and the need for rendering or not.

It was **RESOLVED** that the Clerk report back to a future meeting with the options and costs to return the traditional Purbeck stone feature of the toilet block wall.

#### 458. Update on Electric Vehicle Charging Points

The Clerk provided a verbal report on the progress of the installation of EVC points in Howards Lane Car Park. All contractors and stakeholders were ready to proceed, the wayleave agreement had been signed, and the Clerk was hopeful of a conclusion to the project in the next month or so.

#### 459. Wareham Carnival 2023 Application

Members discussed the application of the Carnival Committee, noting the event had been held for several years without issue and this should be supported by the Council. It was noted that the Committee had previously agreed to have a meeting with the Carnival Committee to ensure the Council was engaging with them and that they had support.

It was **RESOLVED** to authorise the Carnival Committee application to hold the carnival at the Recreation Ground from Thursday 20 July to Monday 24 July 2023.

It was **RESOLVED** to **APPROVE** the sample bunting fabric, shape and size which the Carnival Committee would be installing through Wareham over the summertime festivities.

#### 460. Budget 2023/24

The Clerk noted that she and the Chairman of the Amenities Committee had met prior to the meeting to discuss the draft figures, and members discussed the proposed draft budget for Amenities.

It was **RESOLVED** to agree the proposed draft budget with one amendment to the Mill Lane Maintenance Budget (3700/1) be reduced from £5,000 to £4,000.

#### 461. Any other items the Chairman deems urgent

There were no items considered urgent.

#### 462. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on **11 January 2023**.

Chairman..... Date.....



## AMENITIES COMMITTEE – REPORT

Meeting Date: 11 January 2023

### Agenda Item: 6

<b>Subject:</b>	Wareham Town Council – The Quay gents' toilets – door repair/reinstallation
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To consider quotes to repair and reinstall a door on one of the gents' cubicles.
<b>Background:</b>	In about late October/early November of this year, during the daytime, one of the doors to the cubicles of the gents' toilets in The Quay was ripped off and the door frame was damaged.
<b>Key Points:</b>	<ul style="list-style-type: none"><li>• One of the cubicles in The Quay toilets is unusable.</li><li>• The door has been retained and needs to be rehung.</li><li>• The door frame needs repair.</li><li>• A number of contractors were contacted for job estimates but only one replied.</li><li>• The cost of repair and reinstallation is £190.00.</li></ul>
<b>Implications:</b>	<ul style="list-style-type: none"><li>• The Quay toilets are running below maximum capacity.</li><li>• The choice of cubicles is currently reduced.</li><li>• The toilet door needs repair and installation.</li></ul>
<b>Recommendation:</b>	To agree which quote and proceed with the repair and reinstallation.



## MENITIES COMMITTEE – REPORT

Meeting Date: 11 January 2023

### Agenda Item: 7

<b>Subject:</b>	Wareham Town Council – Outdoor table tennis facility.
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To consider the installation of permanent, outdoor table tennis tables in Hauses Field, Northmoor.
<b>Background:</b>	A member of the public has approached the Council saying ' <i>I'm retired and live on Northmoor Park often playing table tennis, which seems to be a popular game for young and old. Could we have a table supplied on Hauses Field? I'm sure it would be a great attraction.</i> '
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>• Outdoor table tennis is an activity that is growing in popularity, attracting all age groups and encouraging intergenerational play in the open air. (See Appendix 1 for costs).</li> <li>• According to the Wareham Neighbourhood Plan, Hauses Field is high recreation value and low wildlife value making it a more appropriate venue for this activity.</li> <li>• Wareham Town Council will not supply any bats or balls. The user must supply their own.</li> <li>• The tables measure 274 x 152 x 90cm and the tabletop height is 76cm from the floor.</li> <li>• The coloured tables are generally guaranteed for 5 years against fair wear and tear and the paint is guaranteed for 2 years (see Image 1.)</li> <li>• The pigmented green tables are steel reinforced precast concrete, with aluminium hole punched net. No annual maintenance. 25 year warranty (see Image 2.)</li> <li>• Tables need to be placed on level ground and have an approximate surrounding area of 8 x 4m.</li> <li>• The tables may be placed directly onto grass providing it is level and not subject to flooding. A concrete plinth can be purchased separately.</li> <li>• Delivery: these all-in-one tables are delivered by a crane lorry and good, <i>firm</i>, access is therefore essential. A <b>minimum</b> width of 3 metres would be required.</li> </ul>
<b>Implications:</b>	<ul style="list-style-type: none"> <li>• The cost/benefit of purchase is currently not known – there is no metric to gauge potential uptake – but councils, including Salisbury, Taunton, Dorchester, Guildford, and Watford, have invested in table tennis tables as part of their recreation provision.</li> <li>• Outdoor table tennis encourages open-air exercise and socialisation and could form part of a 'healthier living' policy.</li> <li>• With the current development of children's play in Northmoor, the addition of equipment suitable for all age groups may increase recreational use of Hauses Field.</li> </ul>
<b>Recommendation:</b>	To consider the installation of permanent, outdoor table tennis tables in Hauses Field, Northmoor.





**Image 1:** Standard table, with squared corners, available in colour with line markings, guaranteed for 5 years against fair wear and tear and the paint is guaranteed for 2 years.



**Image 2:** pigmented green tables are steel reinforced precast concrete, with aluminium hole punched net. No annual maintenance. 25 year warranty.



## Appendix 1.

	Cost	Delivery	Installation	VAT	Total cost		Discount on additional tables
<b>Supplier A</b>	£2,550.00	Free	Yes	£510.00	£3,060.00	STANDARD table, with squared corners, available with blue or green top and line markings:	£2,000.00
<b>Supplier B</b>	£3,775.00	Free	Yes	£629.17	£4,404.17	" "	Yes
<b>Supplier C</b>	£3,280.00	Free	Yes	£656.00	£3,936.00	" "	£2,570.00
<b>Supplier D</b>	£1,800.00	£650.00	Yes	£490.00	£2,940.00	Pigmented green tables are steel reinforced precast concrete, with aluminum hole punched net.	Yes



## AMENITIES COMMITTEE – REPORT

Meeting Date: 11 January 2023

### Agenda Item: 8

<b>Subject:</b>	Wareham Town Council – Review of Terms & Conditions of Hire of the Town Hall and Recreation Ground facilities.
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To review current Terms & Conditions of Hire of the Town Hall and Recreation Ground facilities (see Appendix 1 & 2).
<b>Background:</b>	A review of the Terms & Conditions of Hire of the Town Hall and Recreation Ground facilities is required to ensure bookings meet the contractual needs of the Town Council when hiring out its resources.
<b>Key Points:</b>	<ul style="list-style-type: none"><li>• “Terms and Conditions” is the document governing the contractual relationship between the provider of a service and its user.</li><li>• The Terms &amp; Conditions should include details such as an explanation and definition of key terms, the legal limitations, duties, rights, and responsibilities of all parties.</li></ul>
<b>Implications:</b>	Legal - a review ensures the Terms & Conditions are contractually relevant and reduces risk of exposure. Administrative - demonstrates sound business practice. Cost – loss of business or claims against the Council due to ineffective Terms & Conditions.
<b>Recommendation:</b>	To review and confirm the Terms & Conditions of Hire of the Town Hall and Recreation Ground facilities.



**WAREHAM TOWN COUNCIL**  
**TERMS AND CONDITIONS OF HIRE**

**Corn Exchange or Council Chamber, Town Hall, Wareham**

**1. Interpretation**

- 1.1. "The Hirer" means the person signing the booking form for the hire of any part of the Town Hall or its facilities and (where applicable) the firm, company or other body named in such application is made without prejudice to the Council's right of redress against any person or organisation. No person under 18 years of age will be accepted as a Hirer.
- 1.2. "Block Booking" means a request for hire on three or more occasions.
- 1.3. "The Council" means Wareham Town Council.
- 1.4. The "Town Clerk" means the Town Clerk or person with delegated responsibility in the absence of the Town Clerk.
- 1.5. "Groundsman/Caretaker" means any of the Council staff with responsibility for outdoor space and council facilities management.

**2. Charges**

- 2.1 No bookings will be regarded as confirmed until a fully completed booking form and full payment has been received by the Council. No confirmation will be issued until all fees have been paid and the Council reserves the right to re-let the facility prior to issuing confirmation of booking.

**3. Guarantee Payment**

A returnable guarantee payment of £200 is required for parties/weddings, dances/entertainment and commercial bookings. This will be returned if there is no damage or excess cleaning required to bring the premises up to standard. The forfeiture of all or part of the deposit shall be at the discretion of the Town Clerk, but the Hirer may appeal against this decision which will go before the Policy, Resource and Finance Committee, whose decision is final.

**4. Payment**

Payment for bookings should be made within 14 calendar days of receipt by the Hirer of an invoice from the Council.

**5. Cancellation**

- 5.1 In the event of the Hirer cancelling a booking more than 60 days before the date of such booking, a £15 administration fee will be charged, and a full refund given.
- 5.2 In the event of the Hirer cancelling less than 28 days before a booking there will be no refund.

- 5.3 Hirers with block bookings must give 28 days' notice of termination of a specific booking date.
- 5.4 The Council reserves the right to cancel any booking at any time at its absolute discretion refunding the full fee without any compensation to the hirer.

## **6. Use by Hirer**

The Council will not permit any activities in the Town Hall which are or may be illegal, immoral, or offensive, or an annoyance, nuisance, disturbance, inconvenience, or in any way prejudicial to the owners or occupiers of adjoining or neighbouring premises and other users of the Town Hall or Museum, nor any activities which may bring the Council into disrepute.

## **7. Responsibility of the Hirer**

### **7.1 General**

- (i) The Hirer shall ensure that preparation for and clearance of the premises following an event/function takes place within the period of hire.
- (ii) The Hirer shall, at all times, comply with any instructions which the Town Clerk or other authorised person may from time to time impose in connection with the use of any part of the building.
- (iii) The Hirer shall provide a person or persons at least 18 years of age to be in charge of the premises during the whole time that it is open to the public. The person(s) in charge throughout the period of hire shall not be engaged in any duties which will prevent them from exercising general supervision. The Hirer shall notify the Town Clerk of the name(s) of the person(s) in charge on the completed booking form.
- (iv) No portable electrical equipment and portable cooking equipment, is to be brought onto Town Hall premises without the express consent of the Town Clerk, who may permit its use only in exceptional circumstances.

### **7.2 Insurance**

- (i) The Hirer will be responsible for any injury to persons or damage howsoever caused which arises from the hire and will be responsible for all claims. The Hirer will be expected to have in effect throughout the period of hire Public Liability Insurance up to £10,000,000. Proof of the insurance in force at the time of the event date will be provided to the Council at the time of application.
- (ii) Where appropriate, the Hirer shall have in force a Policy of Insurance covering loss or damage to any property owned by or on loan to the Hirer for use during the hire. This insurance shall be operative whilst the property is in use or whilst left unattended on the premises.

### **7.3 Safety**

- (i) The Hirer is responsible for ensuring that there is no smoking within the premises. Smoke machines are not allowed at any function.
- (ii) If any action by the Hirer results in the fire alarm system being activated, the Hirer will be responsible for all charges in respect thereof, including, but not limited to, any call-out fee.
- (iii) The Hirer shall maintain good order during the hiring and shall immediately expel any person acting in a disorderly manner. The Hirer shall indemnify the Council for the cost of repair of any damage to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

- (iv) The Hirer shall provide proper and efficient supervision of the function and be aware of the location of and access to the various firefighting apparatus which are available, and in particular shall keep all entrances and exits clear. When public dances are held, two persons, each at least 18 years of age, are to be in attendance at the main entrance during the whole period of the function.
- (v) The Hirer shall make arrangements with the Town Clerk for any special arrangements or requirements at least 14 days before the date of the hire.
- (vi) The Hirer shall provide for use during the period of hiring a stocked and sufficient First Aid box and ensure that someone competent is in attendance to use it if required.

#### 7.4 Premises

- (i) Hirers may not stick or pin notices or similar items to the internal or external surfaces of the building.
- (ii) The hirer may not use any additional electrical appliance (including heating appliances) in the Corn Exchange or Council Chamber, other than those fitted, without prior permission of the Town Clerk.
- (iii) No equipment, furniture or other moveable apparatus shall be removed from the Corn Exchange or Council Chamber without the express consent of the Town Clerk.
- (iv) At the end of the hiring, the Hirer shall be responsible for leaving the premises in a clean and tidy condition. Any Council property temporarily removed from its usual position, should be properly replaced, and all items brought onto the premises by the Hirer removed at the end of the period of hire. Any items left on the premises are entirely at the Hirer's own risk and the Hirer shall be liable for the cost of removal if they remain on the premises more than 24 hours after being requested by an employee of the Council to remove them either verbally or in writing.

#### 7.5 Supply of Information

The Hirer shall, if so requested, supply to the Town Clerk immediately upon demand any details relating to the use of the premises under the hiring.

#### 7.6 Hire of Catering Facilities

- (i) The Hirer shall be fully responsible for compliance with legislation, etc. relating to environmental health, food hygiene and health and safety where applicable, and shall ensure, in particular, that any persons nominated to carry out food service or preparation shall be made fully aware of the requirements of the legislation, etc. If guidance is needed, Hirers are recommended to contact Dorset Council's Environmental Health section.
- (ii) After use, crockery must be washed and left in a clean condition. It is the Hirer's responsibility to account for all crockery hire and they will be liable to reimburse the Council for any items broken or lost, and/or the cost of cleaning or replacing any items not left in a clean condition.
- (iii) No food or drink is to be consumed in the Council Chamber, without written consent.

#### 7.7 Licences



#### 7.10 Obstruction of Footways

- (i) The Hirer must ensure at all times prior, during and at the conclusion of the period of hire that goods, advertising materials, etc. under the Hirer's control do not obstruct the footways surrounding the Town Hall.
- (ii) Hirers are reminded that the Highways Act 1980 makes it an offence to erect any form of structure, sign or other type of advertisement on the highway.

#### **Emergency Contact**

Emergency contact details for Wareham Town Council staff on duty will be provided in advance of the booking date. All enquiries before the day of the booking to be directed through the Council Offices, Town Hall, East Street, Wareham. BH20 4NS. Telephone 01929 553006. Email [office@wareham-tc.gov.uk](mailto:office@wareham-tc.gov.uk)





## **WAREHAM TOWN COUNCIL**

### **TERMS AND CONDITIONS OF HIRE**

Recreation Ground and Facilities, Worgret Road, Wareham

#### **1. Interpretation**

- 1.1 The Hirer means the person signing the booking form for hire of any part of the Recreation Ground or its facilities and (where applicable) the firm or company or other body named in such application as the organisation on whose behalf the application is made without prejudice to the Council's right of redress against any person or organisation. No person under the age of 18 years will be accepted as a Hirer.
- 1.2 'Block Booking' means a request for hire on more than three occasions.
- 1.3 'Day Hire' means the hiring of any facility/recreation space which commences after 0800 to 1700 hours on a particular day.
- 1.4 'Evening Hire' means the hiring of any facility/recreation space which commences after 1700 up until 2100 hours on a particular day.
- 1.5 Extensions to these hire periods will be charged at an hourly rate.
- 1.6 'The Council' means Wareham Town Council.
- 1.7 The 'Town Clerk' means the Town Clerk or person with delegated responsibility in the absence of the Town Clerk.
- 1.8 'Groundsman/Caretaker' means any of the Council staff with responsibility for outdoor space and council facilities management.

#### **2. Charges**

- 2.1 Please refer to Appendix for charges.
- 2.2 No bookings will be regarded as confirmed until a fully completed booking form has been received by the Town Council. No confirmation will be issued until all fees have been paid.

#### **3. Guarantee Payment**

A guarantee payment of £200 is required for all bookings as surety for any damage caused or excess cleaning required, returnable after a site inspection following the event (details of which are covered in the After the Event section of these Conditions). The forfeiture of all or part of the deposit shall be at

the discretion of the Town Clerk, but the Hirer may appeal against this decision which will go before the Policy, Resource and Finance Committee, whose decision is final.

#### **4. Payment for Hiring**

Payment for hiring should be made within 14 calendar days of receipt by the Hirer of an invoice from the Council.

#### **5. Cancellation**

5.1 In the event of the Hirer cancelling less than 30 days before a booking there will be no refund.

5.2 The Council reserves the right to cancel any booking at any time at its absolute discretion refunding the full fee without any compensation to the hirer

#### **6. Use by the Hirer**

6.1 No unlawful activities:

No activities are to take place which are or may be illegal, immoral or offensive or an annoyance, nuisance, disturbance, inconvenience or in any way prejudicial to the owners or occupiers of adjoining or neighbouring properties, nor any activities which may bring the Council into disrepute.

6.2 Appointed Supervisor

The Hirer shall provide a person or persons at least 18 years of age to be in charge of the premises during the whole time that it is open to the public. The person(s) in charge throughout the period of hire shall not be engaged on any duties which will prevent them from exercising general supervision. The Hirer shall notify the Town Clerk of the name(s) of the person(s) in charge on the completed booking form.

6.3 Damage to Council property

No damage is to be caused to any item of Council property, including but not limited to any turf forming part of the cricket wicket, and no item of Council property is to be removed from the Recreation Ground (including the Pavilion) without the prior consent of the Council. No access is permitted to the cricket wicket unless the hire is for the purpose of playing cricket.

6.4 Storage Facilities at Pavilion

At its discretion, the Council may agree to provide the use of a storeroom for the purpose of storing necessary equipment. The Council reserves the right to enter this room and access must be freely given. The Council accepts no responsibility for any loss or damage to items stored either in a storeroom or in any other part of the Pavilion. Any items left outside of the Storeroom will be removed and disposed of immediately. The Storeroom would only be available during the cricket season and therefore any items stored within must be removed promptly at the end of the season. The kitchen is to be cleared of all utensils, food and rubbish at the end of each individual hiring.

6.5 Use of Facilities at the Pavilion

The use of the Shower rooms and kitchen, along with the changing rooms and toilets are available for the sole use of the hirer. It is a requirement of the Council that these facilities be left in a clean manner, free of all damage. Any damage should be reported to the Council immediately.

Any additional cleaning required and costs involved to rectify any damage will be charged to the hirer. Cleaning costs will be charged at £20 per hour or part thereof.

6.6 Access to the Pavilion

Access to the Pavilion will only be permitted if it is included as part of the hire. If the Hirer expects large numbers of people to attend during the period of hire, the hirer will be responsible, at their own expense, for ensuring the provision of additional toilet facilities and the security of those facilities whilst in situ on the Recreation Ground. Prior written permission must be sought from the Town Clerk to site these facilities which will be given on the basis that the Council cannot accept any responsibility for these whilst on the Recreation Ground and that the Hirer should therefore ensure sufficient insurance cover is in place for damage or theft.

#### 6.7 Security at the Pavilion

An access code will be provided to the nominated hirer i.e. listed on the booking form. It is a requirement that this code is released to no more than three additional members and the contact details of these members should be notified in writing to the Council. The Council reserves the right to change the method of entry to the Recreation Ground and Pavilion at any time and will notify the Hirer prior to the date of the hiring.

#### 6.7 Use of the Pavilion for the preparation of food and drinks

The Hirer shall be fully responsible for compliance with legislation, etc. relating to environmental health, food hygiene and health and safety where applicable, and shall ensure in particular that any persons nominated to carry out food service or preparation shall be made fully aware of the requirements of the legislation, etc. If guidance is needed, Hirers are recommended to contact Purbeck District Council's Environmental Health section.

#### 6.8 Sale of alcohol

No sale of alcohol shall take place on the Recreation Ground or any part of it without prior written consent of the Council.

The sale of alcohol is a licensable activity under the Licensing Act 2003 and the Hirer will be responsible for obtaining a licence from the Licensing Authority. A copy of the licence granted must be sent to the Town Clerk no later than fourteen days before the holding of the event to which it relates.

#### 6.9 Performance of Music

No music shall be played at any event held on the Recreation Ground without the Hirer first obtaining written consent of the Council.

#### 6.10 Means of escape

The Hirer shall ensure throughout the period of hire that all exits and footways to the Pavilion and the gates to the Recreation Ground from Streche and Worgret Roads are kept free of obstruction and immediately available for instant public access and emergency vehicles. When hiring the Pavilion, the Hirer shall ensure that all means of exit and escape routes are kept free of obstruction and immediately available for instant public egress.

#### 6.11 Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight and written details thereof shall be given to the Town Clerk within 24 hours of the call to the Fire Brigade.

#### 6.12 Medical assistance

The Hirer shall ensure that if any person, whose presence on the Recreation Ground is solely due to the hiring, requires medical assistance during the period of hire, a written statement of the circumstances and incident are given to the Town Clerk within 24 hours of the incident.

#### 6.13 First Aid Box

The Hirer will be expected to provide for use during the period of hire a stocked and sufficient first aid box and ensure that someone competent is in attendance to use it if required.

#### 6.14 Electrical Equipment

The Hirer shall not use any additional electrical appliances in the Pavilion without the prior written permission of the Council and any request should be accompanied by a valid electrical testing certificate for that appliance.

The Hirer shall not overload the electricity supply to the building which is 240v and shall not exceed more than 15kw per phase.

The Hirer shall not have or permit the presence of unprotected or unsecured trailing electrical wires during the course of the hire period.

#### 6.15 Insurance Cover

- (i) The Hirer will be responsible for any injury to persons or damage howsoever caused which arises from the hire and will be responsible for all claims. The Hirer will be expected to have in effect throughout the period of hire Public Liability Insurance up to £10,000,000. Proof of the insurance in force at the time of the event date will be provided to the Council at the time of application.
- (ii) Where appropriate the Hirer shall have in force a Policy of Insurance covering loss or damage to any property owned by or on loan to the Hirer for use during the hire. This insurance shall be operative whilst the property is in use or whilst left unattended on the premises

#### 6.16 Charges for admission

Charging for admission to the Recreation Ground or any part of it shall not be permitted without the Hirer obtaining prior written consent of the Council.

### 7. Setting up events on the Recreation Ground

- 7.1 Organisers are to inform the Council of all vehicles involved in setting up the area of operations. Details needed are type and size of vehicle (tonnes if heavy vehicle), and period of use.
- 7.2 The term 'vehicles' includes specialist vehicles such as platform lifts, caravans, food outlets and trailers etc.
- 7.3 Organisers are required to park their own private vehicles off site; except by prior written agreement of the Town Clerk. Private vehicles involved in the setting up operations are to be parked in a dedicated temporary parking area close to the Pavilion.
- 7.4 Vehicles are to be driven to and from the dedicated parking area using the shortest possible route - bypassing the play area and cricket wicket - at a maximum speed of 10 mph. Minimal vehicle movements are to be encouraged at all times during the event.
- 7.5 If a condition of the Hirer's insurance is to carry out a Risk Assessment, a copy of this shall be provided to the Town Clerk at least 14 days before the event begins.
- 7.6 Due regard must be paid to the cricket pitch, croquet lawns and football pitch at all times during setting up operations.
- 7.7 The shortest possible route – to be agreed with the Caretaker/Groundsman – is to be taken by heavy vehicles e.g. involved in setting up a fairground, carnival event or circus – and a mutually acceptable plan agreed in advance for the timing of their entry onto the Recreation Ground, subject to prevailing

weather conditions. The Town Clerk or Caretaker/Groundsman has the final say as to whether large heavy vehicles can move either on or off the Recreation Ground during inclement conditions.

- 7.8 Siting/use of generating equipment and any other equipment is to be agreed in advance with the Town Clerk and Caretaker/Groundsman. Ideally these should all be sited along the western side of the Recreation Ground in the vicinity of the Pavilion. If it is absolutely necessary to be sited elsewhere, all generators must be shut down by 9pm to ensure that residents of Monmouth Road are not disturbed unduly. Exceptions to this must be agreed by the Town Clerk 28 days in advance of the start of the event, in order that residents may be informed of the potential disturbance due to generator noise.

### **Emergency Contact**

Emergency contact details for Wareham Town Council staff on duty will be provided in advance of the booking date. All enquiries before the day of the booking to be directed through the Council Offices, Town Hall, East Street, Wareham. BH20 4NS. Telephone 01929 553006. Email [office@wareham-tc.gov.uk](mailto:office@wareham-tc.gov.uk)



## AMENITIES COMMITTEE – REPORT

Meeting Date: 11 January 2023

### Agenda Item: 9

<b>Subject:</b>	Review of Council Security
<b>Prepared by:</b>	Nicola Gray, Town Clerk and RFO
<b>Purpose of Report:</b>	To consider the current security arrangements of the Council.
<b>Background:</b>	There are numerous sets of keys for all locked areas of the Council's resources. It has become apparent that there are members of the public with keys to various buildings and there has never been a signing in and signing out of keys.
<b>Key Points:</b>	<p>Following the change in staffing it was felt that the locks to the Town Hall should be changed and this is in progress, having been considered both an insurance and security risk. The Chair of Amenities was approached and agreed the change of locks. The new front and back doors are security keys which can only be obtained via the locksmith with permission from the Clerk, Deputy Clerk or Finance Officer, to prevent them being easily duplicated and passed on.</p> <p>The Committee are asked to retrospectively agree the costs incurred for this.</p> <p>Locks being changed are:  Town Hall front Door  Town Hall back Door  Town Hall downstairs kitchen  Caretakers' cupboard</p> <p>The costs already incurred to carry out the security of the building by changing the locks are as follows:</p> <p>Everyone who is given keys will be asked to sign them out and will be expected to return and sign to say they are returned when they are no longer needed by that individual.</p>
<b>Implications:</b>	<p>Insurance could become invalid if Council does not know who has access to the building.</p> <p>Potential for security breach into the building if the locks are not changed.</p>
<b>Recommendation:</b>	To retrospectively approve the change of locks and the associated costs.