



29<sup>th</sup> March 2019

## VICTORY HALL COMMITTEE

**TO: MEMBERS OF THE VICTORY HALL COMMITTEE**

Councillors: Richard Alvin, Deborah Barlow, Rochelle Hodds, Alan Lion and Darshan Singh Sunger.

You are hereby invited to attend a meeting of the **VICTORY HALL COMMITTEE** which will be held on **Thursday 4<sup>th</sup> April 2019** at the **Parish Council Offices**, Hainault Road, Chigwell, at **6.30pm** to transact the business shown in the Agenda below.

**Anthony-Louis Belgrave**  
**Clerk to the Council**

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### AGENDA

**1. RECORDING OF MEETINGS**

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (i) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.



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#### 4. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- *A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).*
- *A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.*

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

#### 5. VICTORY HALL UPDATE

Members will **RECEIVE** an oral report and update from the Vice-Chairman and the Responsible Financial Officer on this subject.

Members are now asked to **COMMENT** on this.

#### 6. MISSION STATEMENT

Members are asked to **CONSIDER** the purpose, aims and responsibilities of this committee and to establish an **AGREED** mission statement.

#### 7. HIRE CHARGES OF VICTORY HALL/PRICING POLICY

Members are advised that the Lewis memorial and Victory Hall Foundation charges: £250 - daily rate and £30 - hourly rate.

Members will **RECEIVE** an oral report and update on this subject.

Members are asked to **CONSIDER** and **APPROVE** the hire charges for Victory Hall.

#### 8. VICTORY HALL RESPONSIBILITIES

Members are advised that when the Parish Council undertakes the administrative and managerial responsibilities for Victory Hall a variety of matters should be pre-emptively considered.

Members will now **RECEIVE** an oral update on this matter, which will include the following sub-headings: Waste Disposal Contract/Arrangements, Utilities Metering/Payments, Lewis Foundation Employees, Access/Security Arrangements, Booking Procedures, Storage Spaces.

Members are asked to **CONSIDER** and **APPROVE** an appropriate course of action.



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**9. STAFFING ARRANGEMENT** 

Members advised that this community asset is frequently utilised at times external to regular office hours. If this policy of operation is to continue after the Parish Council assumes administrative responsibility of Victory Hall an appropriate staffing arrangement will have to be implemented.

Members are asked to **CONSIDER** and **APPROVE** an appropriate staffing arrangement

**10. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMITTEE MEETING**

To **NOTE** any matters which Members may wish to draw to the attention of the Committee and/or request to be included in the Agenda for the next meeting of the Committee.

**11. DATE OF NEXT MEETING** 

Members are now asked to **CONSIDER** the date of the next meeting.

**12. EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

*“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”*

**There is TWO confidential items to be considered.**

Anthony Belgrave  
Clerk to the Council