



Members of Barrow Parish Council are summoned to attend an **Extraordinary Meeting of the Parish Council** on Thursday 21 December 2023 at Starbucks, Barrow Brook, commencing at 10:00.

**Members of the public are welcome to attend.**

## **Agenda**

- 1. Apologies for absence.**
- 2. Declarations of disclosable pecuniary and other registrable and non-registrable interests.**

Members are reminded of their responsibility to declare any disclosable pecuniary, and other registrable and non-registrable interest in respect of matters contained in the agenda.

- 3. Public participation.**

### **ITEMS for DISCUSSION/DECISION:**

- 4. Cost Considerations for Operating a Village Hall.**  
Report of the Clerk (enclosed) for members to consider the ongoing management and maintenance costs that would be incurred, if funds were made available from the UK Shared Prosperity Fund (UKSPF) to allow the Parish Council to renovate and refurbish the dilapidated buildings on the site of the new care home for use as a Village Hall.
- 5. Application to RVBC for funding from the UK Shared Prosperity Fund.**  
Report of the Clerk (enclosed) for members to approve the submission of Appendix 1 of the report to RVBC's UKSPF Working Group.
- 6. Appointment of a Chartered Surveyor.**  
For members to consider the appointment of a chartered surveyor.

Summoned by Cllr. Lucy Crook, Chair of the Parish Council and issued by Mike Hill, Clerk and Responsible Financial Officer to Barrow Parish Council

*Michael Hill.*

*Clerk and Responsible Financial Officer to Barrow Parish Council.*

Email: [clerk@barrowparishcouncil.org.uk](mailto:clerk@barrowparishcouncil.org.uk)

Phone: 07855 183 444

web: [www.barrowparishcouncil.org.uk](http://www.barrowparishcouncil.org.uk)

# Agenda Item 4

**For Decision/Discussion**



<b>Meeting Date:</b>	<b>21 December 2023</b>
<b>Title:</b>	<b>Cost Considerations for Operating a Village Hall.</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer.</b>

## 1. Purpose of the report.

For members to consider the ongoing management and maintenance costs that could be incurred if funds were made available from the UK Shared Prosperity Fund (UKSPF) that allowed the Parish Council to renovate and refurbish the former pub and cottage on the site of the new care home, for use as a Village Hall.

## 2. Background.

Subject to LCC approving vehicular access to the new care home, LNT (the care home developer) has offered to transfer ownership of the former pub and cottage to the Parish Council for the nominal fee of £1.

RVBC have stated that before a decision can be made on the provision of funds from the UKSPF for renovating the buildings for use as a village hall, they must be confident that the Parish Council has considered and understood the ongoing management and maintenance costs that could be incurred, these are set out below in Section 3.

## 3. Indicative costs for managing and maintaining the proposed village hall.

The table below sets out indicative annual costs. Members should note that as there would be no paid staff, volunteers are crucial to the successful operation and maintenance of the facility.

<b>Categories</b>	<b>Annual Cost £</b>
General administration. (printing, post etc.)	100
Audit and professional fees.	250
Cleaning (consumables) and caretaking.	100
Rent and rates (not required if a charity).	375
Heat, light and power.	3,500
Water/sewage.	1,000
Equipment maintenance.	100
GDPR.	40
Broadband and telephone.	400
General repairs and maintenance.	250
Advertising and publicity.	250
Refuse collection.	580

Categories	Annual Cost £
Statutory testing: Legionella, PAT, fire alarms, fire extinguishers and gas appliances.	675
Website/email hosting/IT issues.	500
Insurance, building and contents.	3,000
Sundry expenditure.	250
Training.	150
Contingency.	250
<b>Total</b>	<b>11,770</b>

#### 4. Potential revenue streams.

It is envisaged that the Village Hall would cater for all ages from mother and toddler groups to over 60's keep fit classes and provide office accommodation for the Parish Council. The building would be open from 8.00am until 9.30pm Monday to Friday and most Saturdays and Sundays.

In addition, the Village Hall could offer a coffee shop, and would be open for one-off events such as, quiz nights, birthday parties, weddings, anniversaries, special events, polling station and public meetings etc. It is possible that the Village Hall could have annual revenues of more than £15,000.

#### 5. Members are recommended:

1. To consider the report.
2. Confirm that they understand the possible annual costs for managing and maintaining the proposed village hall.

# Agenda Item 5

**For Decision**



<b>Meeting Date:</b>	<b>21 December 2023</b>
<b>Title:</b>	<b>Application for funds from the UKSPF.</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer.</b>

## **1. Purpose of the report.**

For members to approve the submission of the report attached as Appendix 1 to RVBC's UK Shared Prosperity Fund (UKSPF) Working Group.

## **2. Background.**

RVBC's has stated that they require assurance and confirmation, that the Parish Council has considered and understood the ongoing management and maintenance costs that would be incurred, if funds were made available from the UKSPF to allow the Parish Council to renovate and refurbish the dilapidated buildings on the site of the new care home for use as a Village Hall.

## **3. Members are recommended:**

To authorise the Clerk to submit the report attached as Appendix 1 to RVBC.

## Appendix 1



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# Application for funding from UK Shared Prosperity Fund.

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## Report to the RVBC's UKSPF Working Group

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Report by the Clerk and Responsible Financial  
Officer to Barrow Parish Council.

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✉ [clerk@barrowparishcouncil.org.uk](mailto:clerk@barrowparishcouncil.org.uk)

☎ 07855 183 444

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This report was approved by Barrow Parish  
Council at its meeting on . Minute  
reference and emailed to RVBC on

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## 1. Purpose of the Report.

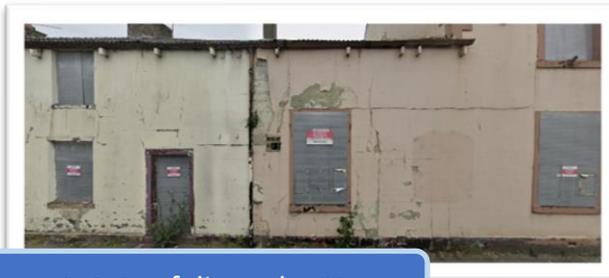
To provide assurance and confirmation to the UKSPF Working Group, that the Parish Council has considered and understood a range of matters, including the ongoing management and maintenance costs that would be incurred if funds were made available from the UKSPF to allow the Parish Council to renovate and refurbish the dilapidated buildings on the site of the new care home (see Section 3) for use as a Village Hall.

## 2. Background.

Subject to LCC approving vehicular access to the new care home, LNT the developer has offered to transfer ownership of the former pub and cottage to the Parish Council for the nominal fee of £1.

**This is a once in a lifetime opportunity** for the Parish Council to make a major improvement to the village and provide parishioners with a community asset that can be used for a range of activities as well as providing office accommodation for the Parish Council.

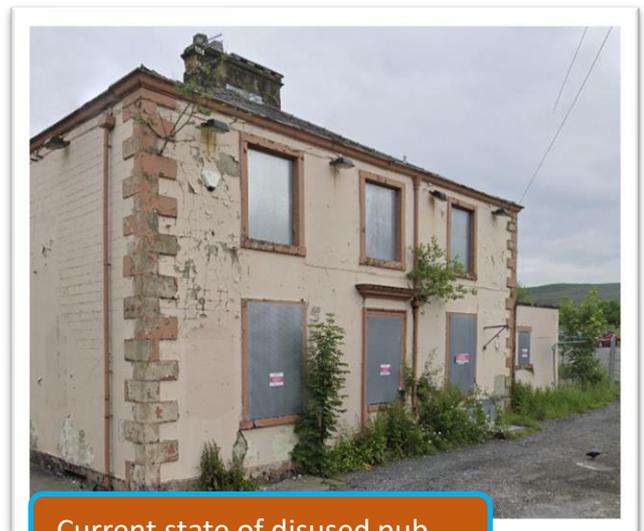
The images below show the current condition of the former pub and cottage, which are in a poor state of repair and have been subject to numerous complaints to the Parish Council.



Current state of disused cottage.



The Working Group should note that Barrow has no community centre/village hall.



Current state of disused pub.

### 3. LNT Care Home Development.

The plan below shows the new care home development. The buildings outlined in red are the disused pub and cottage, which are being offered to the Parish Council, the area outlined in blue is the car park currently owned by RVBC and leased to the Parish Council. The area outlined in yellow is a proposed 'well-being' community garden and the area outlined in purple is a footpath leading to Barrow Primary School which has recently been resurfaced by the Parish Council using S106 funds.



The Working Group have stated they are happy to recommend to Policy and Finance Committee that the £25,000 allocated to the Barrow Community Space scheme, can be re-allocated to a proposed car park resurfacing scheme (area outlined in blue) with clearly identified parking bays and possible electric vehicle charging points. This re-allocation of funds will be reported to Committee on 23 January 2024 for a decision.



### 4. Operation and Ownership of the Village Hall.

The decision on how the village hall would be operated once acquired, renovated and refurbished has yet to be decided the major options being:

- The Parish Council being a sole charity trustee of the village hall, with or without a management committee carrying out day-to-day activities.
- The Parish Council operating the village hall on a non-charitable basis according to local government law.
- The Parish Council acting as a custodian trustee. Here the Parish Council would hold the title to the property on behalf of the charity but would not take part in the day-to-day management and operation of the charity.



The disused pub after renovation.

**5. Ongoing management and maintenance costs of the proposed village hall.**

At a meeting of the Parish Council held on 21/12/2023 the Parish Clerk submitted a Report that set out the possible costs that could be incurred if the current dilapidated buildings on the site of the new care home, were to be renovated and refurbished and transferred to the Parish Council for use as a Village Hall. The Report was approved by the Parish Council, minute reference 231221/4. The indicative costs as shown in the Report are set out below.

**5.1 Indicative costs for managing and maintaining the proposed village hall.**

The table below sets out the indicative annual costs for the full range of expenditure categories. The Parish Council were made aware that volunteers are crucial to the successful operation and maintenance of the facility and that there would be no paid staff.

Categories	Annual Cost £
General administration. (printing, post etc.)	100
Audit and professional fees.	250
Cleaning (consumables) and caretaking.	100
Rent and rates (not required if a charity).	375
Heat, light and power.	3,500
Water/sewage.	1,000
Equipment maintenance.	100
GDPR.	40
Broadband and telephone.	400
General repairs and maintenance.	250
Advertising and publicity.	250
Refuse collection.	580
Statutory testing: Legionella, PAT, fire alarms, fire extinguishers and gas appliances.	675
Website/email hosting/IT issues.	500
Insurance, building and contents.	3,000
Sundry expenditure.	250
Training.	150
Contingency.	250
<b>Total</b>	<b>11,770</b>

## 5.2 Potential revenue streams.

It is envisaged that the Village Hall would cater for all ages from mother and toddler groups to over 60's keep fit classes and provide office accommodation for the Parish Council. The building would be open from 8.00am until 9.30pm Monday to Friday and most Saturdays and Sundays.

Regular users could include:

- Keep fit classes.
- Toddler groups.
- Women’s Institute.
- Slimming World/Weight Watchers.
- Local history/walking/camera/photographic groups.
- Local Girl Guides.
- Parish Groups.
- Citizen Advice Bureau.
- ‘Learn a Language’ classes.
- Coffee shop - excellent footfall from local school drop off and pick up.

In addition, the Village Hall would be open for one-off events such as, quiz nights, birthday parties, weddings, anniversaries, special events, polling station and public meetings etc.

## 5.3 Possible fee structure.

The table below sets out the possible fees, these are based on the current rates charged in the Ribble Valley. Sessions are for a maximum of two hours.

The Working Group should note that once the layout and design of the Village Hall is known other offerings for children’s parties etc. and for Friday and Saturday evenings will be available. It is envisaged that discounted rates will be available for Barrow residents.

Item	Fee £
Standard room hire: Monday to Friday (per session)	33.00
As above charity/voluntary/discount rate.	20.00
Standard room hire: Saturday and Sunday (per session)	43.00
As above charity/voluntary/discount rate.	28.00

It is possible that the Village Hall could have annual revenues of more than £15,000.

## 6. SWOT Analysis.

Set out below are the current Strengths, Weaknesses, Opportunities and Threats associated with opening a Village Hall in Barrow. These would change once the exact configuration and layout of the village hall is known.



- New purpose-built facility.
- Location well known.
- Parking and capacity for EV charging.
- Significant existing footfall due to local pub, Barrow Primary School, and new care home.
- Accessible location from Whalley Road, and bus route.
- No similar facility in Barrow



- Limited experience of running a village hall.
- No volunteers recruited.
- Initial lack of equipment /furnishings to fully exploit the building’s potential.
- Hire rates and marketing strategy not fully developed.
- Initial estimated running costs may be way off.
- No facilities management plan.
- No permanently dedicated resource to manage the building and promote activities.
- Reliant on volunteers.



- No comparable facility in Barrow.
- Potential for a drop in coffee bar operation possibly through partnering with an existing operator.
- Large new housing developments have created a real need for such a facility.
- Ability to develop income streams to reduce precept and make further improvement to the village.



- Reputational damage as may be seen as taking from other parishes community facilities.
- Inability to create income streams in time to reduce precept.

## 7. Outline Action Plan

The table below sets out an Action Plan for the Build Phase of the project. The Plan assumes that funding from RVBC and other sources are in place.

Activity	Task	Target	Timescale	Responsibility
Preparation	Visit other village halls.	Know roughly what we want.	Jan./Feb. 2024	Parish Council
Draft plan	Appoint architect to prepare draft sketch of build for consultation.	Provide for public consultation	March 2024	Parish Council
Complete plan	Architect to provide completed plan.	Further consultation	April 2024	Architect and Parish Council
Permissions	Seek planning permission from RVBC	Planning approval given.	May/June 2024	Architect and Parish Council
Arrange builders	Identify builders to meet design and budget.	Builders identified	June/July 2024	Architect and Parish Council
<b>Start work</b>	Building work to start and monitored.	Building completed	Nov./Dec. 2024	Architect and builders.

## 8. Recommendations.

The Working Group are recommended to:

1. Consider the Report.
2. Approve the allocation of funds from the UKSPF to allow Barrow Parish Council renovate and refurbish the dilapidated buildings on the site of the new care home for use as a Village Hall.

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