Brympton Parish Council
Serving our community

Clerk: Julie Ferguson **E-mail:** clerk@bryptonparishcouncil.gov.uk **Tel:** 01935 571008

Minutes for the meeting of Lufton Community Hall (LCH) Committee held at Lufton Community Hall (LCH), Kingfisher Drive, Yeovil on Thursday 12th March 2026 at 12:00hrs.

Present: Cllr Graham Pritchard (Chair), Cllr Joe Conway, Rev. Sarah Sanderson (3).

In attendance:
Clerk: Julie Ferguson.
Members of the public: 1 member was present.

12:00 – Meeting opened

1. APOLOGIES FOR ABSENCE *(LGA 1972 s85(1)).*

None.

2. DECLARATIONS OF INTEREST.

To receive any declarations of interest on items on the agenda.

Rev. Sarah Sanderson – item 5b.

3. MINUTES OF PREVIOUS MEETINGS (LGA 1972 sch12,para41(1)).

RESOLVED: To **APPROVE** and sign the minutes of the parish council meeting held on 19th November 2025.

4. FINANCE REPORT.

Lufton Community Hall 2025-26 Cashbook		
DATE: 30th January 2026		Balance
01/04/2025	Balance B/F (£2774.01 balance from EOY 24/25 to GRANTS)	£0.00
	PLUS Receipts (LCH Income)	£11,451.25
	MINUS Payments (LCH Payments)	£9,074.33
Current Balance		£2,376.92

5. BOOKINGS REPORT.

a. **Regular bookings (left/joined).**
New regular 2hr booking on Wednesday mornings, Pilates has reduced to 1 session per week.

b. **Request from Lufton Church for Easter event.**
The request to use the hall in case of bad weather and also the tables for the event was agreed.

c. **Cancellation and last minute booking protocol and timescales.**
It was agreed to consider all scenarios of late books, non-payment of invoice prior to bookings and clear explanations of when a booking will be cancelled by the clerk, to include financial penalties. These would then form part of the hire agreement updates, to be included in the updated hire agreement (item 8a).

d. **Bouncy castle enquiries.**
It was agreed that, due to significant Public Liability risk and an increase in personal ownership of large inflatables, introducing a rule of no inflatables was the clearest solution. To be included in the updated hire agreement (item 8a).

6. HOUSEKEEPING REPORT.

a. **Cleaning checklist.** No issues raised on the checklist (exc. supplies), but email concerning the condition of the hall after Youth club had been received from the cleaners. Rev. Sanderson explained that a one in one out policy had been implemented at YC sessions and behaviour in the toilets was being carefully managed, with some repeat offenders having been excluded from YC.

b. **Cleaning requirements.** An additional regular clean was being carried out due to the increase in bookings at the hall. Cllr Pritchard considered that the floor needed to be cleaned using more than a mop, at least once a month. It was agreed to request that the cleaning company invest in a suitable machine.

c. **Emergency water leak repair.** The repair had been satisfactorily repaired and no water damage was sustained as a result of the leak.

Clerk: Julie Ferguson **E-mail:** clerk@brymptonparishcouncil.gov.uk **Tel:** 01935 571008

7. EMERGENCY PROTOCOLS.

a. Alarm (security/fire) activation process.
Information regarding how Kingfisher School manage their out of hours responses to alarm activations was noted and it was agreed that the hall should have a similar agreement and process in place. Cllr Pritchard agreed to contact the school to understand who the security team are and to request that the hall be included in the call out protocols for alarm activations, with any related costs to be added to the monthly maintenance payment.

b. Notified faults requiring urgent response.
It was agreed that, as the landlord, PPAT should manage any faults, leaks and subsequent repairs due to them retaining responsibility for buildings insurance and therefore demonstrating responsibility for everything relating to the fabric and services of the building. The clerk explained that this had already been pushed back by the school leadership team, however it was considered that another team at SC would be the correct contact point to clarify the position of the landlord/tenant agreement wrt. responsibility for services and faults that occur. It was agreed that costs for any ongoing and routine repairs and management should be collected via the monthly maintenance payment.

8. LCH HIRE DOCUMENT REVIEW.

a. To review the Standard Conditions of Hire.
The clerk explained that the current document was unwieldy, being 7 pages long, and did not provide a understandable 'working level' set of rules, causing most hirers to not read or question elements of the agreement. It was agreed that a model document provided by Action with local Communities in Rural England (ACRE) was considered to be a good example to adopt.

ACTION: Clerk

b. To review the Safeguarding Policy and Guidance.
After some discussion, it was agreed that Cllr Pritchard would speak with the nominated Safeguarding appointed lead for Preston PCC to understand how safeguarding is managed for their facilities that are available for group hire. This was to ensure that the LCH process is being managed correctly and everything required is in place. The Clerk agreed to check the current status of the documents on file for the current group hirers.

ACTION: Clerk

9. DATE OF THE NEXT MEETING.

Tba ~ 3 months or earlier as required.

Meeting closed – 13:20