

THE FUTURE OF KIRKOWAN VILLAGE HALL (Working Group)

Monday 30 May 2016 at 1930, Village Hall, Kirkcowan

1.0 Welcome and Introductions

KB welcomed everyone to the working group meeting in relation to the future of Kirkcowan Village Hall. KB thanked everyone for their attendance following a public meeting on 9 May 2016. The village Hall is a focal point for the local community and this working group is set up to look at the feasibility and viability of the community running and managing the facility for the good of the local community.

2.0 Background to the Community Facilities Review

History of Community facilities Review and Agreed Budget Savings Templates

- Community facilities are made up of Town Halls, Village Halls and community Centres, of which there were 68 across Dumfries and Galloway;
- There are many management committees throughout the region who have varying leases and agreement; there are also many management committees responsible for community facilities that do not have any agreements in place at all, hence the requirement to standardise;
- The Community facilities review was brought about to review the Council's policy of 'Fewer but Better Assets' and achieve agreed budget savings.
- In February 2013 (Year 1) as part of the budget development process it was agreed that £200,000 would be saved from Community Facilities budgets across Dumfries and Galloway. All facilities were reviewed in connection to Income, expenditure, users and condition of building. 19 properties were on the year 1 list of which some closed and some transferred onto the new short term standardised agreement. One property is now progressing a full asset transfer;
- As part of the Councils budget development process, a paper was produced and agreed at Full Council on 7 February 2014 which specifically related to the community facilities review for 2014/2015 (Year 2) saving £83,000. 10 facilities are part of the year 2 review where DGC are terminating a lease, where it is believed that management committees have the capacity to take on further responsibility for facilities or at the request of community groups. Portpatrick Hall was part of the year 2 list following a request from the community.

- Officers are working with committees to place them on a standardised agreement; this is also being used as a vehicle for a full asset transfer (sale for a minimal amount). This effectively means that management committees will be fully responsible for the running of the buildings including all costs with the exception of wind and water tight, some health and safety elements (Legionella) and the maintenance of larger pieces of equipment for instance some heating boilers.

Communities Committee Report – May 2016

- This report detailed the following recommendations which Members agreed:

- 2.1 consider the process of the community facilities review to date (paragraphs 3.10 to 3.17);
- 2.2 note the results of the survey monkey questionnaire (paragraphs 3.18 to 3.23 and **Appendix 4**);
- 2.3 note the remaining 39 community facilities which are detailed within **Appendix 2 (Table 1, 2 & 3)** which have not formed part of the community facilities review to date;
- 2.4 agree the six properties noted within **Appendix 2 (Table 3)** and detailed within paragraph 3.35 should not form part of the Community Facilities Review due to the historic relationship between the buildings and their subsequent towns coupled with the high level of usage, however if local communities are interested in managing any of these buildings through one of the options (paragraph 3.13) this should be taken forward.
- 2.5 agree that the remaining 33 properties should progress through the Community Facilities Review following the process (paragraphs 3.10 to 3.17 and paragraphs 3.24 to 3.40) as part of the budget development process in 2017/2018 & 2018/2019 in two tranches as detailed within **Appendix 3**; and
- 2.6 agree arrangements for future communications to take forward the Community Facilities Review (paragraphs 3.41 to 3.44).

3.0 Confirmation of Outcome and Objectives of Working Group (Including communication with community)

- Feasibility
- Viability
- Sustainability
- Commitment from the Community
- Discussions with other Communities (Isle of Whithorn/Whauphill)

4.0 Income & Expenditure associated with Kirkcowan Village Hall

As agreed – KB will provide further in depth information regarding budgets at the next meeting.

Kirkcowan Village Hall - Actual Costs - 2012 – 2016

	15/16 - To Date	14/15	13/14	12/13	Comments
Kirkcown Hall Staffing	2,951	4,288	3,938	6,964	
Kirkcown Hall Maintenance & Repairs	752	550	387	3,131	
Kirkcowan Hall Rates metered water	767	- 10,342	0	-1,353	For SCIO/Charitable Organisations there may be the possibility of excepmtion
Kirkcowan Hall Non dom water & sewerage chgs	0	0	5,741	4,738	
Kirkcowan Hall Cleaning materials	123	120	329	413	
Kirkcowan Hall Refuse chg	230	222	210	382	For SCIO/Charitable organisations, a reduced rate of approxiamtely 70% is offered
Kirkcowan Hall Rates	2,496	2,449	2,402	4,555	For SCIO/Charitable Organisations there may be the possibility of excepmtion
Kirkcowan Hall Energy - electricity	1,205	1,188	1,521	2,416	
Kirkcowan Hall H&S port appliance test (PAT)	22	19	0	10	
Kirkcowan Hall H&S Legionella Monitoring	221	367	496	555	
Kirkcowan Hall Pest control	151	151	151	151	
Kirkcowan Hall Rents harbours	0	0	0	-3,264	
Kirkcowan Hall Room lets	-2,611	-3,236	-2,847	-2,990	
	6,309	-4,225	12,328	15,709	

Notes:

2015/2016 - This is the current actual income and expenditure as of 11/4/16, however there will still be some year end adjustments and accruals to be made.

Electricity Costs - It should be noted that DGC receive lower electricity rates due to the number of buildings, therefore caution should be taken when predicting usage.

- **National Non Domestic Rates** – The Management Committee could receive 100% relief on National Non Domestic Rates. This is because the building is solely for community use and not commercial use. I have been informed that 80% of this is Mandatory relief deemed by the Scottish Government and 20% is discretionary relief by Dumfries and Galloway Council.

Other Aspects the management Committee will require to Consider:

- Liability Insurance (Generally £170 - £200 for £5m liability cover plus indemnity insurance)
- Contents Insurance (May not be required)
- PRS licence (as detailed in the table)
- Hygiene Disposal
- Building Repairs (Internal & External)
- Buildings Insurance
- Contents Insurance
- Grounds Maintenance
- All health and safety service and maintenance contracts e.g. fire extinguishers, legionella, boilers, extractors fans, etc
- Marketing/Publicity

5.0 Present User Groups

As agreed – KB will provide further in depth information regarding user groups at the next meeting.

- Community Council
- Elected Members Surgeries
- DGC groups
- DGC Elections
- Kirkcowan Youth Club
- Kirkcowan Parent & Toddlers
- WRI
- NS Inner Wheel
- Private Parties
- Relay for life
- Kirkcowan Primary School
- Kirkcowan Carpet Bowlers
- Merrick Practice Flu Clinic
- Kirkcowan Church
- Driftwood Cinema

6.0 The way forward

Options with regards to short term, long term and asset transfer

- **Lease agreement options:**
 1. **Short term management agreement** - generally based on a 1 year – 2 year basis and utilised as a vehicle to asset transfer the building. The Council remains responsible for the wind and water tight of the building, some elements of health and safety for example legionella checks and the maintenance of large pieces of equipment for example in some cases the heating boiler. There would be no levy payment required.
 2. **Long term lease agreement** – generally 25 years. This agreement is generally acceptable to funding providers. The Council remains responsible for the wind and water tight of the building. There would be no levy payment required.
 3. **Asset Transfer** – the committee would purchase the building for less than best consideration = £1 (To be agreed at Policy and Resources Committee. The committee which would require to become a Trust would be fully responsible for the interior and exterior of the building.
- **Community forming a management committee or Trust (Charitable Organisation)**
- **Condition Survey/Possible Capital works – KB has requested a condition survey to be completed on the building. Timescales yet to be determined.**

7.0 AOCB

As agreed – KB will provide request a further title search on this property.

Title Deed Information:



Internal DGC Memo from Legal Services dated 27 April 2007 states:

Next not scanned

The natural place to live *gww*

Internal Memo

Corporate Services – Legal Services
Drop Point - 260

27 April 2007

To: Property Services
F.A.O. Estates Management Service Leader

Your ref: 250X13 GWW/SS

Drop Point: 271

From: Head of Legal Services

Our ref: L/PS/1(994) SP/KB/001

**ST COUAN'S HALL, KIRKOWAN
TITLE CHECK
3/4/KN/1**

PROPERTY SERVICES	
RECEIVED	
02 MAY 2007	
FILE REF.	250X13

I refer to your memo dated 23 April 2007 regarding the above and would report as follows regarding the Council's title:-

- I. Disposition by The County Council of the County of Wigtown in favour of The District Council of the Machars District of the County of Wigtown recorded GRS Wigtown 25 February 1961. The subjects conveyed extend to 0.18 acre or thereby and are as shown coloured pink on Plan No 1 enclosed herewith. The subjects are described as follows:- "On the south-west by said public highway (i.e. Main Street) along which it extends thirty five feet or thereby; On the west, on the north-west, on the north and on the north-east by other ground belonging to us along which it extends eighteen feet or thereby, one hundred and fifty-two feet or thereby, fourteen feet or thereby and thirty-six feet or thereby respectively; And on the south-east by other ground belonging to our said disponees along which it extends one hundred and seventy-six feet or thereby..."

There are no burdens affecting the subjects.

- II. Charter of Novodamus by Craichlaw Estate Trustees in favour of Wigtown District Council recorded said GRS Wigtown 8 December 1981. The subjects conveyed extend to 11.00 ares or thereby and are as shown delineated in red on Plan No 2 enclosed herewith. The subjects are described as follows:- "generally on or towards the south-west by Main Street, Kirkcowan, aforesaid, along which it extends twelve metres and five hundred decimal or one thousandth parts of a metre or thereby; generally on or towards the north-west by other property belonging to our said disponees, along which it extends eighty-one metres and eight hundred decimal or one thousandth parts of a metre or thereby; generally on or towards the north-east by other subjects belonging to us along which it extends fifteen metres or thereby; and on or towards the south-east by the road or street known as St Couan's Crescent, Kirkcowan along which it extends eighty-one metres and five hundred decimal or one thousandth parts of a metre or thereby..."

Please quote our reference on all your correspondence

www.dumgal.gov.uk



From the writs available to me I am not in a position to report fully on any burdens or title conditions that may relate to the above subjects. There appears from the title packet to be an unrecorded draft Schedule Conveyance by Wigtown District Council in favour of themselves (i.e. Wigtown District Council) in 1981 over the above subjects extending to 11.00 ares or thereby. However there is no trace of this writ having been recorded. If this writ has been recorded the effect would be that any burdens etc imposed in prior titles, would fly off upon registration. Please advise me if you wish me to instruct a Search to ascertain if this writ has been registered and if so provide the necessary Order in respect of this expenditure.

Lastly, please also find enclosed a copy of the CIS housing map showing the plotting of the Council's title of the Hall coloured green. As you will see there appears from this map to be a gap between the two titles. I would be obliged if you could plot the title information provided in paragraphs I and II above and advise me of the outcome.

I look forward to hearing from you further in this matter.

A handwritten signature in cursive script, appearing to read "Steve Hart". The signature is written in black ink on a white background.