

**Name of meeting:** District Committee – Kirklees Rural Public Meeting

**Date:** 25<sup>th</sup> February 2017

**Title of report:** Grant application – Slaithwaite Civic Hall start up costs

<b>Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</b>	Not applicable
<b>Is it in the <a href="#">Council's Forward Plan</a>?</b>	Not applicable
<b>Is it eligible for call in by <a href="#">Scrutiny</a>?</b>	Yes
<b>Date signed off by <a href="#">Director</a> &amp; name</b>	Kim Brear not yet, sent for sign off
<b>Is it signed off by the Director of Resources?</b>	No financial implications
<b>Is it signed off by the Assistant Director – Legal, Governance &amp; Monitoring?</b>	No legal implications
<b>Cabinet member <a href="#">portfolio</a></b>	Not applicable

**Electoral [wards](#) affected:** Colne Valley

**Ward councillors consulted:** Councillors Donna Bellamy, Nicola Turner, Rob Walker

**Public or private:** Public

## 1. Purpose of report

To consider a grant application by Slaithwaite Civic Hall Trust for £12,000 revenue towards start up costs that would be incurred by the Trust when it takes over the running of Slaithwaite Civic Hall.

## 2. Key points

**2.0** The asset transfer of Slaithwaite Civic Hall from the Council to the Slaithwaite Civic Hall Trust is under discussion. The Trust is planning to take over the running of the hall from 1<sup>st</sup> April 2017. Costs will be incurred in the transition period between the hall being run by Kirklees Council and by the Trust.

- 2.1** These costs include upgrade of internal decorations and minor repairs identified by building surveys. The hall also needs to have a web site, booking system and advertising campaign in place to generate income.
- 2.2** The Civic Hall is in the centre of the Colne Valley and can be accessed by the whole community. When the building is asset transferred by the Council, the Trust needs to be in a position to let the hall and office space in order to build on and develop the existing community asset. A professional website and booking system would make it easier for people to make bookings.
- 2.3** The Trust's charitable and trading areas of activity, as set out in its business plan for 2017-20, are:
- Arts – creating a venue for live performance (music, theatre and dance) and exhibitions, hub for local artists to meet and collaborate, and be home for Slaithwaite Philharmonic Orchestra;
  - Community – private and group functions, social events, classes, meetings, conferences;
  - Enterprise – new office tenants, including businesses operation as not for profit and social enterprise

#### **2.4 Cost Breakdown**

<b>Item – based on estimates</b>	<b>Amount requested from District Committee</b>	<b>Amount requested from other sources</b>	<b>Total</b>
Repair to roof and windows	£4,000	£5,000	£9,000
Internal decoration	£4,000	£6,000	£10,000
Professional cleaning	£1,000	£2,000	£3,000
Professional website development	£1,000	£1,000	£2,000
Booking system	£1,000	£1,000	£2,000
Agency fees for letting	-	£3,000	£3,000
Advertising and marketing	-	£2,000	£2,000
<b>Totals</b>	<b>£12,000</b>	<b>£20,000</b>	<b>£32,000</b>

The Trust is applying to the Key Fund for a grant of £20,000. A decision on this funding will be made on 1<sup>st</sup> April 2017.

The 3 year cash flow forecast anticipates the hall breaking even after the first full 3 years of trading. Projected income from lettings is £16,831 in 2017-18, £24,195 in 2018-19 and £29,576 in 2019-20.

## **2.5 Volunteers**

10-20 volunteers will be involved in cleaning and decorating and working on the marketing and branding (web site/ booking system).

## **2.6 Timescales**

Subject to the timing of the asset transfer it is expected that these activities will take place in the first six months of the Trust running the hall.

## **3. Implications for the Council**

Permission has been obtained from the Council's Physical Resources and Procurement Service and is subject to approval of the asset transfer application by the Trust.

The Slaithwaite Civic Hall Trust is registered with the Council's Grant Access Point. It is a new organisation with a management committee, constitution and 3 year business plan in place with projected cash flow for 3 years.

Any grant funding awarded would be held by the Slaithwaite Philharmonic Orchestra on behalf of the Trust. The Orchestra is a main user of the hall and is registered with the Council's grant access point.

## **4. Consultees and their opinions**

Physical Resources and Procurement – A final copy of the group's business case is awaited for assessment. The process for asset transfer and decision can take anything from 3 months upwards from assessment. The group has been offered a full lease of the premises from 1<sup>st</sup> April 2017 for six months duration. The Council has agreed to grant a short term lease to any community group that has provisionally applied for an asset transfer.

Kirklees Legal Services – The asset transfer of Slaithwaite Civic Hall has not yet been approved by Cabinet (Committee Assets) and the business plan of Slaithwaite Civic Hall has not yet been assessed as robust. Slaithwaite Civic Hall Trust is not yet registered as a company, Charitable Incorporated Organisation or incorporated organisation. The risk of releasing the grant when the Trust takes on the short term lease is that, if the application for asset transfer does not complete or is unsuccessful, district committee funding would have been spent on a building that is then sold.

Colne Valley Ward Councillors are supportive of the application.

## **5. Next steps**

Subject to approval of the application a grant agreement would be entered into with the Trust. The grant to be paid in instalments, when the items of work are scheduled to take place.

**6. Officer recommendations and reasons**

The Committee is asked to consider the grant application, approval to be conditional on the set up of Slaithwaite Civic Hall Trust as a Charitable Incorporated Organisation or an incorporated organisation and the Trust taking on the short term lease of the premises from 1<sup>st</sup> April 2017.

**7. Cabinet portfolio holder's recommendations**

Not applicable

**8. Contact officer and relevant papers**

Julie McDowell, Area and Neighbourhood Co-ordinator,

Tel 01484 221000

email: [julie.mcdowell@kirklees.gov.uk](mailto:julie.mcdowell@kirklees.gov.uk)

**9. Assistant director responsible**

Kim Brear, Streetscene and Housing