

# Background Information in Relation to Sports Hub Requests

## I. Saxilby Strollers – Monthly Refreshments

[Request \(01/09/25\):](#)

Waive room hire for hosting Saxilby Strollers once a month on Thursdays for two hours (refreshments after a walk).

### **Clerk Comment:**

- Other community groups currently pay hire charges for use of the community centre.
- The exception is for Welcome Hub which is jointly administered by the council with SIGNS and where no charge is made to the service user (though a voluntary donation tin is provided - after user feedback).
- Unclear if the Sports Hub intends to charge for refreshments.
- Waiving fees for one group risks inconsistency.

### **Recommendation:**

Refuse. If councillors wish to waive fees for community groups, a new policy with risk and impact assessment must be developed to ensure consistent application.

## 2. Thursday Social – Weekly Seniors' Group

[Request \(18/09/25\)](#)

Waive room hire every Thursday for two hours “advertised to the senior community as a chance to socialise and catch up”

### **Clerk Comment:**

See below.

[Request \(25/09/25\):](#)

Waive room hire every Thursday for a three-hour session (including set-up/clean-down) to provide a social space for seniors.

### **Clerk Comment:**

- The Welcome Hub previously reduced sessions due to low uptake.
- The Hub has advised it will not charge for instant tea/coffee, other items chargeable.
- If refreshments are free/charitable → waiver could be considered.
- If refreshments are charged → hire fees should apply.
- Library is open Thursdays 10.30–13.00; aligning times (2.5 hours including set-up/clean-down) would avoid additional caretaker costs, rather than three hours requested.

### **Recommendation:**

Consider waiver on agreement of no charge to users for tea and instant coffee and limited to library opening hours of 10:30-13:00.

### 3. Christmas Lights Event

Request (25/09/25):

Waive room hire for children's activities in the function room during the village Christmas Lights event. Sports Hub will run the bar on the day.

**Clerk Comment:**

- The Christmas Lights event is no longer a council-run event.
- Various groups are organising separate activities, with co-ordination meetings for timings.
- Council has already agreed (July, FC25-07 FC25/I33 I3.) to waive Pavilion Bar hire charges for council events only. Function room hire is not included in this waiver decision.

**Recommendation:**

No further action. Council position agreed in July –Pavilion Bar hire waiver is for when the bar is requested for council events. For other areas, normal hire charges apply. Clerk to respond to The Sports Hub accordingly.

### 4. Key Safe Installation

Request (25/09/25):

Install a key safe in the cellar for convenient access to the back room [dry store], with code shared between Sports Hub and caretakers.

**Clerk Comment:**

- Covered by July council decision (FC25-07 FC25/I33 I3.3.7.1): *"Maintain current caretaker access until lease/agreement in place."*
- Bar and storage access is currently provided by caretakers/admin. Access to the dry store is only possible via bar and cellar areas, therefore there is no identifiable benefit.
- Installing a key safe reduces security and is not in-line with agreed council policy.

**Recommendation:**

No further action. Existing policy stands. Clerk to confirm decision to The Sports Hub.

### Summary of Recommendations

1. **Saxilby Strollers – Monthly Refreshments:** Refuse. Proposed change requires new policy.
2. **Thursday Social – Weekly Seniors' Group:** Consider waiver on agreement of no charge to users for tea and instant coffee and limited to library opening hours of 10:30-13:00.
3. **Christmas Lights Event:** No further action – July decision applies.
4. **Key Safe Installation:** No further action – July decision applies.

## **Previous Sports Hub Decision**

**FC25-07 02 July 2025**

### **FC25/133 13. Consider and agree actions relating to the hire of the St Andrews Community Centre bar:**

#### **3.1 Definition of Hire Areas**

##### **Current Position:**

The Pavilion Bar area (seating, servery, cellar, storage) is hired as a single unit.

Items belonging to the Sports Hub are stored in these areas, making it impractical to offer them separately to others.

##### **Bar Service Providers**

Having been proposed (Cllr Waller) and seconded (Cllr J.Willox) it was RESOLVED to approve that:

- The Pavilion Bar area remains one operational unit when in use by Saxilby Sports Hub.
- The bar seating area and kitchen can be hired separately.
- The bar servery, cellar, and storage area are unable to be hired out to others due to the presence of Saxilby Sports Hubs items.
- Update hire form accordingly
- The hire charges remain the same for the hire of the 'whole bar' or 'bar seating area and kitchen' – flat fee for room and what they choose to use or not is up to them
- Saxilby Sports Hub leave their items and stock at their own risk and should ensure insurance is in place

#### **3.2 Bar service provision**

Having been proposed (Cllr Shepherd) and seconded (Cllr Waller) it was RESOLVED to approve the:

- Pavilion Bar servery hires must use the Sports Hub as a service provider, due to stock and equipment.
- Upstairs Function Room bar hires may use any permitted bar service provider (subject to licensing). The hirer remains responsible for ensuring the necessary licensing (e.g. TENS) and permissions are in place.
- If hirers contract an external bar provider, this is a private arrangement, and no council service fee applies.
- Administrators to check whether any charges have historically been levied on the Sports Hub if providing a bar service as a contractor and if so for these to be refunded, now that clarification has been obtained on the council position.

#### **3.3 Re-Stocking Procedures**

Having been proposed (Cllr E.Bowden) and seconded (Cllr Shepherd) it was RESOLVED to agree:

- If the caretaker is on-site during working hours, Sports Hub may contact the caretaker on the day to get access, and re-stock free of charge. To trial for six months. Anything else, apart from re-stocking will require an appointment to be made.
- Access is only permitted through the Pavilion Bar seating area to (re-)stock when the room is not in-use or by the rear cellar door.

#### **3.4 Cancellation and Booking Changes**

Cllr J.Willox declared an interest in item 3.4.

Having been proposed (Cllr Saunders) and seconded (Cllr E.Bowden) it was RESOLVED to agree:

- a. If a Sports Hub regular booking is cancelled (e.g. Friday booking), charges to be levied:
  - More than 48 hours: No charge.
  - 25–48 hours: 50% charge.
  - Less than 24 hours: 100% charge.
- b. Making changes to booking after made:
  - Over 3 days: Free.
  - 0–3 days before: £10 admin fee.
- c. If a Sports Hub hire is linked to any other sporting event on the field there is no charge for cancellation, accepting there could be variances out of the Sports Hub control (e.g. weather).

### 3.5 Regular vs. Single Use Hire Definition

Having been proposed (Cllr Saunders) and seconded (Cllr I.Willox) it was RESOLVED to agree to: Adopt a clearer definition of a Regular Hirer as follows (from July 2025):

1. Each session is for the same purpose.
2. Sessions are 1-30 days apart.
3. Paid as a series (e.g. monthly invoice).
4. Hirer holds their own insurance.
5. Where a hirer books additional ad-hoc sessions, these fall under the regular hirer charge and not one-off rate.

### 3.6 Bar Clean Down and Bar Shutters

Having been proposed (Cllr Saunders) and seconded (Cllr E.Bowden) it was RESOLVED to agree:

- If a bar hire is under six hours, a minimum of 30 minutes shall be booked for clean down.
- If a bar hire is six hours or over, a minimum of 45 minutes shall be booked for clean down.
- Personnel committee to discuss position with external hirers for hiring the function room bar, regarding cleaning deposit, cleaning properly, and returning items to pavilion bar area.

### 3.7 Sports Hub Requests and Proposal

Having been proposed (Cllr Waller) and seconded (Cllr E.Bowden) it was RESOLVED to agree:

1. [Key Access - Maintain current caretaker access until lease/agreement is in place.](#)
2. Safe Access - Sell a safe to the Sports Hub for nominal fee (£1).
3. Install Equipment - Delegate authority to the clerk to agree requests made by the Sports Hub to install equipment if request is reasonable.
4. Cigarette Bins - Meet with SPRGC/Sports Hub to seek to agree a location away from entrances.
5. Clarification of Caretaker Role - Job description shared - Complete.
6. Council to share policies - Clerk provide relevant policies (health and safety, licensing, fire, etc.).
7. Memorandum of Understanding (MoU) - If a more bespoke working relationship is being considered, formalise it through an MoU or service level agreement – Council agreed to pause this for six months to see how regular meetings with Sports Hub work.

### 3.8 Council Event Bar Use

Having been proposed (Cllr J.Willox) and seconded (Cllr Bowden) it was RESOLVED to:

Waive Pavilion Bar hire charges when the bar is requested for council events (including family fun day).

### 3.9 Communication

Having been proposed (Cllr Saunders) and seconded (Cllr Shepherd) it was RESOLVED to:

- Caretaker Supervisor remains the main point of contact for Saxilby Sports Hub.
- Hire forms and website updated accordingly.
- Sports Hub to be formally updated in writing of decisions.

#### a. Sale of alcohol policy

Having been proposed (Cllr Waller) and seconded (Cllr E.Bowden) it was RESOLVED to:

Approve the sale of alcohol policy, with an addition to that the “DPS could turn down an event if they felt it wasn’t going to be safely held, and members of public would be at risk, for function room hires.”