

NAILSWORTH YOUTH AND COMMUNITY ENTERPRISE (NYCE)
Charity Number 301581
BUSINESS PLAN 2010-2013 adopted 8 SEPTEMBER 2010

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Section 1: Executive Summary

- The Nailsworth Subscription Room building and its grounds have been saved for the community by the hard work, patience and support of a large number of volunteers.
- Nailsworth Youth and Community Enterprise (NYCE) has the challenging task of managing this historic building whilst at the same time meeting its charitable object which is to provide educational and recreational services to those living in the town and its surrounding areas with an emphasis on the young.
- NYCE's vision is to provide an exciting, upgraded facility that is busy, alive with activities and programmes and effective in addressing the issues that are affecting people's lives and especially the lives of young people as they move into adulthood.
- Achieving this vision will take further hard work, commitment and effective planning particularly in a competitive funding environment. This business plan sets out the detail of how NYCE aims to achieve its vision.
- NYCE has the backing of Nailsworth Town Council on whose recommendation NYCE was able to bid for, and receive, £30,000 from the Arkell bequest. This money has been used to upgrade the toilet and kitchen facilities and provide curtains so that the impressive Main Hall can be used for a wider range of events.
- NYCE has in the past received the backing of Stroud District Council who funded the feasibility study on which much of the recent vision is based.- see Appendix 6. Gloucestershire Rural Community Council (GRCC) has played a critical role in shaping the current business plan. In particular GRCC has emphasised the importance of further local consultation and this is ongoing – see Appendix 7.
- NYCE is fortunate in having the backing of a large and growing number of committed volunteers who have collectively spent hundreds of hours on administrative, practical and supervisory work on its behalf. This commitment alone, on a conservative estimate, has been worth the equivalent of £20,000 to NYCE during the last year.
- NYCE has a longstanding partnership with the Nailsworth Tennis Club which leases NYCE land, and a much newer partnership with Practical Intelligence which leases part of the Subscription Rooms building. Both organisations are helping NYCE to meet its objects. Other partnerships are detailed within the Business Plan.

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- NYCE now seeks funding to build on what has been achieved so far. NYCE is especially mindful that any loss of momentum in its activity might result in subsequent deterioration to its landmark building which is being restored to its rightful role as a significant asset, both architecturally and socially, in the heart of the Nailsworth community. NYCE hopes that this Business Plan sets out its case in a way which will convince funding bodies that it is worthy of further support..

1.1. Aims

The Business Plan is designed to help NYCE to achieve the following aims:

- To plan and see through a phased programme of renovation and upgrading of the Nailsworth Subscription Rooms building and its site so that it will continue to allow NYCE to provide facilities for education in particular but not exclusively for young people resident in Nailsworth and the surrounding area through their leisure time activities so that their conditions in life may be improved.
- To maintain and enhance links with established partners so that the core aim above may be realized.
- To encourage new enterprises and community initiatives that can deliver specialised training, apprenticeship, mentoring, employment and life style opportunities for Nailsworth's young people where there are identified gaps in such provision
- To assist young people in designing and setting up their own enterprises in collaboration with other public, private and voluntary sector bodies.

1.2. Background: A Summary of the History of the Subscription Rooms and the Nailsworth Youth and Community Enterprise

- The Nailsworth Subscription Rooms – as the name suggests – were funded and built by the people of Nailsworth for the people of Nailsworth. On April 7, 1852, following the raising of £785 by public subscription, a trust was set up to buy the land and erect a building “to be used as a place for public meetings or assemblies....and as a library and reading rooms and for other literary, philosophical and scientific purpose....”

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- The building had a chequered history thereafter until August 31, 1960 when the building came into the ownership of the Nailsworth Boys Club. The Club's purpose was in "helping and educating boys through their leisure time activities so to develop their physical, mental and spiritual capacities....." The control and management of the Club was vested in its Management Committee.
- In the 1960 conveyance, the Nailsworth Boys Club purchased the building from the estate of Mr G Pavey-Smith and conveyed it to the National Association of Boys Clubs (now the National Association of Clubs for Young People (NACYP)) as custodian trustees of the property. By November 2003, the activities of the Nailsworth Boys Club had virtually come to an end as a result of the poor state of essential services within the premises and lack of finance.
- The NACYP decided to put the building up for sale on a closed bids basis with a starting guide price of £150,000. The people of Nailsworth protested and prevented the sale.
- Following an active campaign by local people, the Charity Commission accepted that the charity had been reactivated and was committed to reformation. The Subscription Rooms were saved for the community of Nailsworth.
- Under the process of reformation the Nailsworth Boys' Club was renamed Nailsworth Youth and Community Enterprise (NYCE), a new constitution for the charity was adopted and the following charitable object was agreed by the Charity Commission:

'To provide facilities for education in particular but not exclusively for young people resident in Nailsworth and the surrounding area through their leisure time activities so that their conditions in life may be improved'.

The Management Committee is responsible for the management of the site and has full proprietorial rights. The NACYP continues as Custodian Trustee and as such is informed of decisions made by the Management Committee but does not itself have any managerial role.

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1.3. Current Description of the NYCE

- The NYCE is managed by a Management Committee all of whom are volunteers. The Committee meets monthly and a list of current Committee members is included in **Appendix 1**.
- The NYCE held an Open Day at the Subscription Rooms in April 2009 and visitors interested in the future of the building and the activities which take place there were given the opportunity to become members of NYCE. Members were invited to the AGM in November 2009. Membership continues to grow amongst user groups.
- The NYCE has volunteer assistance from members of the Management Committee and others to undertake specific tasks including basic building maintenance. Professional contractors have been and will continue to be utilised for other essential improvements to the fabric of the premises.
- Part of the ground floor of the Subscription Rooms houses a not for profit company, Practical Intelligence, who run craft-related workshops for young people. Practical Intelligence has carried out restorative work in lieu of rent and one of their number is a co-opted member of the NYCE Management Committee.
- The Nailsworth Tennis Club has leased the land at the back of the building since 1989. A new 21 year lease which includes additional space for enhanced Junior Tennis activity is in the process of completion (August 2010). The Tennis Club is a long-term partner to NYCE in helping the Charity to meet its key aim and it also provides NYCE with an income of £2000 a year for the courts and £200 + for additional use of facilities. A member of the Tennis Club committee is a co-opted member of the NYCE committee.
- NYCE accounts for 1 April 2009 – 31 March 2010 are included in **Appendix 2**.
- NYCE has successfully bid for £30,000 from the trustees of a bequest to Nailsworth from a former resident (the Arkell bequest). This money has been earmarked for the refurbishment of the kitchen and installation of new toilet facilities.

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- NYCE is currently negotiating with Central Networks for the re-siting of an electricity substation onto its land. This would result in approximately £40,000 of funds being available for essential work to the exterior of the building and improvements to the side access route.
 - Over the last two years the decorative state of the Subscription Rooms has been substantially improved. The electrics have been upgraded and have a Part P certificate and a new fire alarm system installed.
 - The building now has a premises licence for sport, music and dance and for the sale of alcohol. The building is used regularly for badminton and table tennis by both clubs and individuals. There have been a number of community events of an artistic nature in the building and also a number of bookings for private parties.
 - A member volunteer working with NYCE has developed a website www.nailsworthsubrooms.org.uk which is regularly updated.
 - Regarding issues of Health and Safety, security of the building, insurance and other issues of potential liability, the NYCE has insurance coverage as listed in **Appendix 3** of this report. The building has recently been inspected by a Gloucestershire Fire Safety Officer and his recommendations are being implemented.
 - Included in **Appendix 4** of this report is a site plan showing the legal boundaries of the Subscription Rooms site.

Section 2: Development of the Business Plan

- The NYCE has commissioned a detailed conditions survey of the Subscription Rooms and site. A summary of this information is available in **Appendix 5**.
- Architects were appointed following a local tendering process to develop alternative concept sketches and plans for the refurbishment and upgrading of the building and its site. These plans were considered by the Management Committee to be too ambitious and radical especially because they would have had a substantial impact on the part of the NYCE site which was leased to the Tennis Club, an important partner and income generator for NYCE.
- The NYCE commissioned consultants to carry out research funded in part with a grant from Stroud District Council. A key priority of the study was to identify local issues affecting young people and the community at large and alternatives for the NYCE that would creatively address these issues. A small but relevant section of the research and feasibility report is enclosed in **Appendix 6** of this Business Plan. The wide-ranging report runs to 91 pages and is available for inspection.
- More recently NYCE used volunteers to conduct its own research amongst Nailsworth residents. The questionnaire and some of the findings appear in **Appendix 7**.
- The building is proving to be a popular venue for certain recreational activities such as badminton, table tennis and film making. There have also been successful drama activities where a shabby building was part of the appeal. Prior to the most recent refurbishment the condition of the building has in the main detracted from its appeal for other activities although a number of local organisations have expressed an interest in the Subscription Rooms as a venue.
- Practical Intelligence is proving to be an effective partner and a useful model for future ventures - this is reflected in the Business Plan.

Section 3 A: The Business Plan – an Overview

3.1 Legal and Management Considerations

- The Nailsworth Youth & Community Enterprise will remain constituted as a charity with its charitable objectives as defined in its constitution. As the organisation develops it intends to review legal and management considerations to ensure that the framework for each type of activity is the most appropriate.
- Overall Management responsibility for the NYCE will continue to be through a Management Committee composed of volunteers and operating within the guidelines and standards of the Charity Commission and to the objects set out in its Constitution.
- The NYCE will take measures to ensure the active participation by young people and the broader community in a) shaping the strategic direction of the organisation within the remit of its charitable objects and b) in areas of development, management and implementation that are of interest to the young people involved, members of the community and providing partners. This may involve devolution of responsibilities to projects and initiatives that are self-managing within a framework of mutual accountability agreed with NYCE.
- In YR 1, The Management Committee will continue to develop and make publicly available key policies and procedures for the organisation's activities and for the Subscription Room and site and, in subsequent years, ensure these are annually reviewed and updated as required. The Policies include the following:
 - Equal Opportunities Policy and Procedures
 - Health and Safety Policy (**Appendix 8**)
 - Human Resources, Employment and Volunteer Policies
 - Policies with regard to Child Protection (**Appendix 9**)
 - Locking up procedures and key distribution policy
 - Environmental Policy
 - Confidentiality Policy/Data Protection Policy
 - Charging policy and Space use Policies
 - Hiring Agreement Sections A and B (**Appendix 10**)

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- The NYCE will develop legally appropriate prototype contracts; service agreements and space hire agreements for use by tenants of the Subscription Rooms; partnership providers and community groups or individuals hiring space.

3.2 Core Staff

- The Business Plan will in the first instance be implemented by the Management Committee but there may, should the funding exist, be an opportunity for paid positions.
- If and when appropriate, opportunities for job share placements for young people will be pursued with an objective to create employment opportunities within NYCE's core operation for Nailsworth's young people and also mentoring and shadowing experiences where appropriate.

3.3 Development of the Nailsworth Subscription Rooms and Site

- The NYCE will continue the renovation and capital improvement programme of the Subscription Rooms and its site with an aim to conclude the first phase by the end of three years.
- The building and its site will be for mixed use providing:
 - Space and facilities for rent by independent business and organisation partners whose activities provide recreation, training and employment opportunities for Nailsworth's young people and services of use and value to the community and public within the context of the NYCE mission.
 - Space and facilities for recreation, training and start-up enterprise programmes by partner providers
 - Space and facilities for a small range of core mentoring and support programmes for young people in Nailsworth and for a modest annual programme of public events or activities for the larger community
 - Designated open use spaces that can support periodic projects, programmes or events organised by young people, community groups or others including the arts and cultural activities

3.4 Format of Delivery

- NYCE will negotiate service agreements/contracts with other commercial, public and private sector providers operating in the Subscription Room site to develop and deliver various activities, services and programmes compatible to NYCE's mission and the needs and interests of Nailsworth young people and the community as identified by them.
- NYCE will encourage use of available "open spaces/facilities" by individuals or local groups whose activities are compatible to the mission and policies of NYCE.

3.5 The Market Place: Marketing & Promotion

- The NYCE is a charity with charitable objects. It is important that within its charitable objects and mission the organisation develops programmes and projects that from a business perspective are marketable and capable of generating earned income to subsidise areas of activity that are unable to fund themselves. NYCE will continue to market and advertise its individual projects/initiatives and other activities on its site through its website and through local publications.

3.6 Financial

- The NYCE will develop a 'mixed economy' to support the revenue costs for the Building and its core programme to include:
 - Rental income-long-term and short-term space use within the building
 - Project/programme grant funding with overhead costs built in
 - Other self-generated income from events and programmes
 - Rental income from the site – Tennis Club and car parking
- NYCE will identify and apply for both capital funding and project funding as appropriate and available.

Section 3B: Specific Actions and Measurable Outcomes

3.1 Legal and Management Structure **Lead: Chair John Rowley**

Baseline Analysis:

- The Nailsworth Youth & Community Enterprise will remain constituted as a charity with its charitable objectives as defined in its constitution. As the organisation develops it intends to review legal and management considerations to ensure that the framework for each type of activity is the most appropriate.
- Overall Management responsibility for the NYCE will continue to be through a Management Committee composed of volunteers and operating within the guidelines and standards of the Charity Commission and to the objects set out in its Constitution.
- The NYCE will take measures to ensure the active participation by young people and the broader community in a) shaping the strategic direction of the organisation within the remit of its charitable objects and b) in areas of development, management and implementation that are of interest to the young people involved, members of the community and providing partners. This may involve devolution of responsibilities to projects and initiatives that are self-managing within a framework of mutual accountability agreed with NYCE.
- The Management Committee will continue to develop and make publicly available key policies and procedures for the organisation's activities and for the Subscription Room and site and ensure these are annually reviewed and updated as required. The Policies include the following:
 - Equal Opportunities Policy and Procedures
 - Health and Safety Policy
 - Human Resources, Employment and Volunteer Policies
 - Policies with regard to Child Protection
 - Custodian & security procedures and key distribution policy
 - Environmental Policy
 - Confidentiality Policy/Data Protection Policy
 - Charging policy and Space use Policies

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- The NYCE will develop legally appropriate prototype contracts; service agreements and space hire agreements for use by tenants of the Subscription Rooms; partnership providers and community groups or individuals hiring space.

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Table: 3.1: Legal and Management Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
NYCE will monitor its management performance against agreed quality standards	Implement the GRCC Hallmark Scheme	Year 1 Start process Year 2 Review Year 3 Complete the process	GRCC – Ellen Tattersall Barbara Pond SDC	Management committee time	JR with support of whole Committee
NYCE will develop and make publicly available key policies and procedures for the Subscription Room site and its activities	Implement the GRCC Hallmark Scheme	Year 1 Start process Year 2 Review Year 3 Complete the process	GRCC – Ellen Tattersall/ Barbara Pond SDC	Management Committee time	FB/JBu
NYCE will take measures to ensure the active participation by young people and the broader community in its management activities	Consultation with young people Consultation with the broader community	Young people represented on the management committee Partnerships with youth groups Interactive website	Youth Club Youth representative Nailsworth News Nailsworth Youth Worker SDC Youth Development Officer	Management committee/volunteer time Funds to manage the web site	JBu LH/PB Adrian Keefe
NYCE will aim to strengthen its management team by increasing its volunteer base. The roles/responsibilities of volunteers will be formally documented and their time recorded as 'in kind' donation	Continue to recruit new members Write job descriptions Set up time spreadsheet to record	Membership to be increased to ... Co opted members on the Management Committee to be increased to... Roles clarified 'Matched funding' information available for grant applications	Tennis Club Table Tennis Club Badminton Club Practical Intelligence Voluntary and Community Action (Stroud and District) Rotary International GRCC -Barbara Pond Charity Commission	Management time	Membership Secretary JBu

3.2 Core Team

Lead: Les Haines

Baseline Analysis:

NYCE is a management committee of volunteers many of whom are of pensionable age. There are no paid staff.

Key Issues:

1. The management committee would like to recruit younger members either as trustees or co-opted members and to increase the involvement of young people in its decision-making processes and day to day management.
2. NYCE would like to recruit a Youth Development worker but does not have funds to support a paid position.

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Table: 3.2: Core Team Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
Create opportunities for young people within NYCE	Recruit young volunteers	More decisions made by young people	Youth Club Practical intelligence Voluntary and Community Action (Stroud and District)	NYCE time	LH/PB
Ultimately when finance allows create a paid Youth Development position either alone or in partnership	Enhance fund-raising team Seek funding for Youth Development worker	More opportunities created for young people	Nailsworth Town Council Stroud District Council Glos CC Churches Police Authority	Salary+ Office Space IT NYCE supervision Training costs	LH Appointment subject to full Committee approval

3.3. Development of the Nailsworth Subscription Rooms and Site

Lead: Site Manager Fern Bratby

Baseline Analysis:

1. Appendix 7 features photographs, a conditions survey and other survey material of the Nailsworth Subscription Rooms and site. Its current condition requires upgrading and improvement, and this material has set the baseline from which improvements have been made, further improvements will be planned and progress monitored.

2. The site is now used on a regular basis by a number of groups. Development of the programmes and activities and increased usage carries a wide range of requirements in terms of improvements from statutory perspectives and public amenity requirements and these are currently being addressed. The site is not fully accessible for disabled people for example.

Key Issues:

1. Continue to upgrade the Subscription Room building and its site
2. Address issues of disabled access, health and safety and amenities.

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Table: 3.3: Development of Subscription Room Site Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
The NYCE will continue to improve the fabric of the Subscription Room building	Implement plans already in hand for the new toilet and kitchen facilities	Safe, hygienic facilities that are accessible to disabled users.	Local builders SDC	£30,000 from Arkell bequest already earmarked for kitchen and toilet facilities	FB/JB/JR
	Use the conditions survey which identifies areas requiring improvement.	Improvements to the building to ensure comfort and safety. Zoned heating	Local builders Heating engineers Electrical contractors Community Payback	Use of reserve funds Committee time spent on applications for grants Supervision	FB/JB/JR
	Use the fire officers report which identifies areas requiring attention	Fire officer's recommendations implemented	Fire Officers	Use reserved funds	FB/JB/JR
	Raise funds to implement improvements	Secure essential funding	Funding agencies GRCC- Barbara Pond	Committee time spent on grant applications	LH/PB
The NYCE will continue to improve the appearance, accessibility and safety of the Subscription Room site	Ensure that the site is well cared for and well lit.	Safe, attractive, accessible access to the building.	NYCE, members and user groups working parties Community Payback	NYCE time time	LH/GS
	Manage trees on site.	Co-operate with neighbours and users to reduce the cost to NYCE of managing the site	Mclvor licence Tennis Club Central Networks sub station Funding sources	Mclvor funds Tennis club time	LH/GS
	Raise funds to implement improvements to the site (including improved access into the building)	Seek partnerships to provide capital for such projects		NYCE time NYCE time spent on funding applications	NYCE committee LH/PB

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3.4 Developing the Proposed Format of Delivery

Lead: Secretary Jane Butler

Baseline Analysis:

NYCE aims to provide within its building a core programme of activities for young people and other members of the community. Some members of the Management Committee have extensive experience that can be used to assist in this area of development. They do not intend to develop the programme themselves but instead to encourage partnerships with providers of such activities.

Key Issues:

1. Researching and clearly defining the core programme and activities and implementing these programmes in partnership with other providers.
2. Researching and pilot testing prototype agreements with other providers to develop and deliver activities and assessing the result of this approach.

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Table: 3.4: Development of the proposed Format of Delivery Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
NYCE will consult with young people and the local community to ascertain their needs and interests.	Review the research and consult with specialist providers to finalise the details of the core programme	Detailed summary of the core activities Pilot test activities Assess the pilot programme	Youth forum research Website survey of local residents Nailsworth News Editor and Youth Correspondent Nailsworth Youth Club SDC Youth Development Officer	Website manager's time and other committee members time	JBu Website Manager Kathy Drake Youth Team
NYCE will negotiate service agreements/contracts with other commercial, public and private sector providers operating in the Subscription Room site.	Develop and pilot test service agreements/ contracts	Report on delivery of proposed format	Practical Intelligence Tennis Club Table Tennis	Legal costs Committee members' time	FB / JR/LH/JBu
NYCE will encourage use of its facilities by individuals or local groups whose activities are compatible with its objects and policies	Publicise the facilities Review existing hiring agreements Develop satisfaction survey for user groups	Full report of Yr 1 activities to feed into requirements for Yr 2-3 Analysis of profit over costs to ascertain subsidy available for other parts of the programme	Website publicity Nailsworth News Stroud Life/ Stroud News and Journal	Website manager's time Additional cleaning and maintenance Committee Time	Publicity/Marketing nominee (TBC)/Website Manager FB/PB

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3.5 Marketing and Promotion: Objectives, Actions & Outcomes Lead: To be confirmed

Baseline Analysis:

1. Over the last two years NYCE has raised its profile within the community with Open Days and a series of artistic, musical and sporting events. Through Practical Intelligence it has developed “products” of value to specific markets. Its website is a valuable promotional vehicle as are items in local newspapers which have sought to clarify the role of NYCE in relation to the Subscription Room as a building.

Key Issues:

1. NYCE needs to develop “ programmes, products and services” that generate income to support the core work of the organisation.
2. NYCE needs to continue to promote its new, positive image with activities that interest and excite people. It needs to develop marketing and promotional prototype material that can be used by the NYCE to reinforce that image.
3. Design marketing and promotion are all interesting employment areas for young people. NYCE has the opportunity to achieve its objects by involving them in this process.

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Table: 3.5: Marketing and Promotion: Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
Develop a marketing strategy for NYCE	Secure relevant market research information Designate marketing as a specific committee role	Marketing Strategy	Nailsworth News Local media	Committee time	Publicity / marketing nominee (TBC)
Create marketing and promotional material linked to a new image for NYCE	Seek a suitable volunteer with marketing experience to join NYCE	Visual and Written Material	Nailsworth News Local media	Marketing budget	Publicity / marketing nominee (TBC)
Create opportunities for young people in the development of marketing and promotional material	Workshops	Mentoring Work Experience	Youth Forum Local schools		Publicity / marketing nominee (TBC)

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3.6 Financial

Lead: Treasurer Deirdre Lister

Baseline Analysis:

1. On 31 March 2010 NYCE had £6640.09 in its account. In Financial Year 2009-2010 its income was £5,196 and expenses £10,108 requiring the organisation to draw on its reserves. Unusually the full tennis club rent does not appear in the accounts as the payment date was altered to 1 April in line with the new lease. NYCE has since also received an award of £30,000 from the Trustees of the estate of Mr Arkell, a former Nailsworth resident.
2. NYCE has a significant asset in terms of the Subscription Rooms and its site which both have income generating potential.

Key Issues:

1. To secure additional capital funding to improve the Subscriptions Rooms and its site.
2. To generate income through the lease of space in and outside the building and through event hire.
3. To provide funding for youth activities.

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Table: 3.6: Financial Objectives, Actions and Outcomes

Objectives	Summary of Actions	Outcome Targets	Potential Partners	Resource Implications	Responsibility of/ Delivered By
Secure capital funding to maintain the fabric of the building, to improve the site and to fulfil statutory obligations.	Identify sources of capital funding and submit applications	Sufficient funds available to carry out a phased improvement programme	Grant making trusts e.g Summerfield Trust	Committee Time	LH/PB
Develop projections regarding generation of income from the site	Cash flow predictions based on past and current usage	Ensure that any income shortfall is identified and appropriate steps taken		Treasurer Time	DL/FB
Secure revenue funding for youth activities	Research availability of funding for youth activities identified in consultation process e.g trainers, youth workers	Youth activities are funded appropriately	Grant making trusts NDC SDC Stroud College	Committee Time	LH/PB

APPENDIX 1: MANAGEMENT COMMITTEE MEMBERS

Mr. John Rowley	Chair
Mrs Gail Smith	Vice Chair/Grounds
Mrs. Jane Butler	Secretary
Ms. Deirdre Lister	Treasurer
Mr. Leslie Haines	Fund Raising
Mr. John Bratby	Buildings
Mrs. Fern Bratby	Booking Secretary/Buildings
Mrs. Elizabeth Rowley	Minutes Secretary
Mrs Linda Keefe	Membership Secretary
Mrs Pamela Brown	c-opted Practical Intelligence
Mr Peter Cluer	co-opted Nailsworth Tennis Club
Mr Derek Pitt	co-opted building maintenance

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APPENDIX 2: ACCOUNTS 2009-10

	<u>April 2009 through March 2010</u>
Ordinary Income/Expense	
Income	
Donations received	183.76
Membership	10.20
Parking	1,770.00
Rental of premises	2,961.50
Sales of Equipment	63.00
Tennis Club Rental	208.33
Total Income	<u>5,196.79</u>
Gross Profit	5,196.79
Expense	
Courses	160.00
Gardening	450.00
Heat & Light	1,294.83
Insurance	2,212.02
Legal expenses	
Premises Licence	315.44
Legal expenses - Other	3.00
Total Legal expenses	318.44
Open Day Expenses	53.00
Rates	
Water rates	201.03
Total Rates	201.03
Repairs & renewals	
Curtains	1,779.23
Electrical work	327.50
Main Hall Decoration	2,625.12
Refurbishment of toilet	46.46
Repairs & renewals - Other	629.74
Total Repairs & renewals	<u>5,408.05</u>

APPENDIX 3: CURRENT INSURANCE POSITION

1. Insurance Coverage

<u>£'s</u>	<u>Coverage up to</u>
Material Damage to Buildings:	792,356
Material Damage to Contents:	4,990
Theft:	All risk
Public Liability:	2,000,000.00
Portable hand tools	1,346

2. Brokers: Cass Stephens (Contact Paul Baldwin)

3. Renewal date: 05th January 2011

4. Insurer: Liverpool Victoria

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APPENDIX 4: SITE PLAN

See separate PDF document

APPENDIX 5: CONDITIONS SURVEY

1. Scope of Inspection and General Information

1.01 Client name and present address

Nailsworth Youth and Community Enterprise, Mr. Mike Conroy

1.02 Address of the property subject of this report

The Subscription Rooms, Bath Road, Nailsworth, GL6 OHH

1.03 Surveyed by

C.J. Gill FRICS

1.04 Date of inspection

26th and 27th March 2008

1.05 Confirmation of instructions

We are acting on your verbal instructions and our subsequent confirmation letter with Conditions of Engagement for a Building Survey of the 25th January 2008, as agreed by completion and return of the Client Agreement dated the 5th March 2008, for the preparation of a Building Survey. An opinion of the market value is not given in accordance with your instructions and the relevant sections in the "Conditions of Engagement for a Building Survey and Valuation" should therefore be disregarded in respect of the valuation and fire insurance assessment.

Please note this building survey is undertaken strictly in accordance with the relevant sections of our "Conditions of Engagement for a Building Survey and Valuation" appended at the back of this report.

The building survey focuses on the significant matters of repair and

The report reflects the condition of the property at the time of the inspection. Visual inspection of external roofs and surfaces generally have been undertaken from ground level, and within the limits of a three metre ladder where necessary, and/or with the aid of binoculars.

Attention is again drawn as to the limitations of inspection possible in an occupied building, as set out and described more fully in our "Conditions of Engagement for a Building Survey and Valuation" appended at the back of this report. Floorboards have not been lifted, and the condition of the underlying floor structure cannot be confirmed, although comments are offered on possible defects and general condition based on the surface inspection, and "feel" regarding the stability of the floor structure insofar as this is possible. Similar comments apply in respect of other concealed elements of the building, including (without limitation) the foundations, parts of the roof structure where access for inspection is not safely possible, and behind wall finishes.

This building survey report is not an asbestos survey. Although reference may be included as to the possible presence of asbestos materials the report must not be considered to be an asbestos survey.

1.07 Occupation at time of inspection

The property is substantially occupied and part furnished, although there are no coverings to many of the floor surfaces. Where coverings have been applied to floor surfaces the extent of inspection possible is necessarily restricted. Inspection of the roof structure was necessarily limited where access could not be gained, or limited visibility is possible only from the nearest safe access point. Inspection of the flat roof timber or concrete structures was not possible where fully covered by interior ceilings.

1.08 General Description

a) Type

The Subscription Rooms consist of a detached traditional building with the main original construction occupying two floors including the main hall with significant ceiling height. A Victorian addition to the rear of the original main building occupies two floors at the upper ground level. In addition

The original main Subscription Rooms building is understood to have been constructed in 1852, with the rear two storey building and single storey structures to the right side probably added in the later 19th Century, with further modifications and additions in the 1950's and early 1960's (believed also to include re-roofing of the original main building). The building is understood to have been refurbished to the present layout in approximately 1960.

c) Accommodation

Briefly the accommodation consists of the following –

Lower ground floor – Covered external canopy with double entrance doors to entrance lobby, former shop/meeting room in the front, with bar and former members club room to the rear including store room. Stairs from the entrance lobby to the right side lead up to the half landing with former beer store/rear lobby and further store area below stairs at the lower level, and ladies and gents toilets at the half landing level.

Upper ground floor – High ceiling hall (former cinema), rear lobby with further two rooms behind, one partitioned with office and the second with the rear entrance lobby and shower room. A stairwell from the main entrance lobby behind the hall leads up to the first floor of the rear main building.

First floor – Former projection room, present canteen with bar/kitchenette.

External – There is a parking forecourt in front of the building as a whole, with double length lean-to garage to the left side of the building. There is a pedestrian access to the left side and to the rear main building and rear garden areas. A levelled and surfaced play area (perhaps a former tennis court) is behind again.

10 * 11

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.....
Stroud District Council, Ebley Mill, Westward Road, Stroud, Glos.

1.09 The site

The property is situated on a sloping site rising up from the front towards the rear. The original main building is situated towards the front incorporating the lower ground floor level with the hall above extending back to the rear 2 storey building addition behind the hall at the upper ground level. Part of the lower ground floor accommodation walls, as well as parts of the rear upper ground floor accommodation walls, act as retaining structures to land immediately adjacent.

1.10 Adverse Location matters

There are not considered to be any significant adverse features relating to the location of the property in the context of the present use. The property is situated on the main A46 Bath Road and inevitably will suffer from some road noise and disturbance.

1.11 Directions/orientation

All directions and room locations are given as facing the Bath Road elevation of the property, which is north west facing, with the main entrance doors to both the lower and upper ground floor levels towards the right hand side.

1.12 Weather conditions

Generally dry and fine weather conditions prevailed throughout both days of the building inspection. Rainwater goods could not therefore be checked for leaks etc.

**

2. Summary

2.01 Summary of main defects

The following is a brief summary of the main defects which are described in greater detail in the schedules which follow. This is not intended to be a comprehensive list of all the building problems noted. The list should be read and interpreted in conjunction with the descriptions etc. in Section 1, and the Schedules with General Notes and Definitions which follow, and should not be acted upon in isolation.

1. Roofs – Original main building – clear moss accumulations, repair weathered parapet copings front and rear and repoint coping stones. To rear 2 storey building behind, completely strip existing roof coverings, re-line, batten and recover possibly reusing some existing slates with additional new or recycled including lead flashings/soakers to adjacent wall and parapet. Repair and repoint weathered parapet copings.

To the lean-to sloping roof covering the former beer store and right side courtyard lobby, strip off existing slate coverings, re-line, batten, and recover with replacement or recycled slates including lead flashing and soakers to adjacent walls. To mineral felt covered flat roof over gents toilets and right side entrance lobby, remove existing coverings, refurbish/replace underlying flat roof deck including repairs to damaged parapet, entrance door lintels and affected walls prior to recovering with new felt or fibreglass including flashings to adjacent parapet walls. To rear lean-to concrete capped flat roofs, apply water proofing felt or fibreglass lining, including flashings to adjacent walls and replace small flat roof complete to back entrance/lobby.

2. Chimneys – Consider removal of existing chimney structures where redundant. Remove redundant vent/flue from rear main building roof as part of re-roofing.
3. Weather proofing flashings – Monitor and point up thermal cracking in cement infill below parapets to main original building roofs during future roof maintenance.
4. Roof fascias – Replace complete in conjunction with re-roofing of lean-to ~~extreme flat roof over back entrance/lobby~~

front window, at high level over the rear 2 storey building roof, and to the right side walls at high level and to parts of the low level rear courtyard where the pointing is worn. To the rear 2 storey building behind, pointing and brick repairs required where worn/weathered, particularly at low level to the left side stone elevation, more generally to the rear wall elevation and to parts particularly at low level to the right side. Replace cracked tile to window sill to rear ground floor left side of rear main building, and refurbish lower ground floor mullion on the right side. To right side single storey building structures, local rebuilding required above main entrance doors to the frontage, including new lintels where water damaged/decayed (in conjunction with renewal of the flat roof). To the right side single storey building walls generally, local repointing required where worn, particularly the stone frontage walls and locally to the rear brick lean-to addition housing the beer store/back lobby. To the extreme rear concrete flat roofed building lean-to, remove self-seeded tree adjoining back wall, and complete local repointing of brickwork joints.

7. Exterior doors – Adjustment required to main lower ground floor double doors where binding, comprehensive refurbishment and possibly refitting will be needed to double upper ground floor entrance doors to right side in conjunction with roof/lintel repairs/renewals. Improvements advised to rear upper ground floor building double doors to lobby incorporating ground sill bar and/or weather deflector. Joinery repairs required to decayed frame and easing of door and other improvements required to rear right side single storey beer store/lobby door, and improvements advised to fire door serving lower ground floor bar/club room on the left side, including construction of proper internal steps for improved fire escape purposes (existing arrangement considered to be a potential hazard). Complete replacement of the door arrangement advised to rear flat roof single storey lean-to lobby building and the fire escape door frame from the rear first floor canteen/kitchen requires re-sealing where currently open to adjacent walls allowing water ingress. The sill details of the rear attic access door should be improved against windblown rainwater ingress, and an improved raised sill detail is advised to the lower ground floor boiler room entrance against the risk of flooding.
8. Windows – More comprehensive refurbishment needed to all windows, particularly the feature frontage window to the hall. Generally metal window frames to most parts of the building where appropriate are

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boring insect infestation, levelling improvements to the solid floor, and adjustment/re-hanging of all doors and re-glazing of windows.

11. Parking forecourt – Resurface complete.
12. Frontage entrance canopy – Treat rust corrosion to roof frame, and ideally remove and dispose of the existing cement fibre roof coverings. Repair water damage in right side stone wall.
13. Ladies w.c. – Demolish/rebuild.
14. Boiler room – Repair walls and ceiling prior to redecoration.
15. External grounds – Stone steps to front right side upper ground floor entrance would benefit from cleaning and repairs including anti-slip nosings in the interests of safety. Further repairs to frost damaged stone wall around ramp serving rear main building entrance to left side and improved railings/support in accordance with current health and safety standards advised. Vegetation to be cleared from all rear and right side areas including recessed courtyard retaining walls. Comprehensive clearance and re-surfacing required to rear play surface including refurbishment or replacement of fencing, and probably replacement lighting (not tested).
16. Interior roof spaces – Improved ventilation advised (using a breathable felt lining where roofs are recovered). Precautionary strengthening of rear main roof horizontal support timber purlins advised where split using coach bolts or similar. Anticipate local joinery repairs to rear lean-to roof over former beer store/back lobby from leaks in roof coveings and weather proofing flashings in conjunction with re-roofing. Anticipate the need for local joinery repairs to flat roof affected by decay from previous roof leaks.
17. Cold water storage - Install insulation/lagging around cold water storage tank and pipework over lower ground to upper ground floor stairs.
18. Interior ceilings – Monitor older lath and plaster ceilings for progressive signs of failure/collapse, and anticipate the need for local ceiling replacement (particularly the toilet facilities in the right side where water damaged).

Progressive decay inevitable in boarded timber floors to lower ground floor accommodation.

21. Stairs – Local repairs required to worn solid steps between lower and upper ground floors and anti-slip nosing should be fitted (precautionary in the interests of health and safety).
22. Wood boring insect infestation – Closely monitor for active infestation in parts of the main building during other refurbishments in anticipation that local treatments will be required having regard to active infestation noted in lean-to garage.
23. Timber decay – Advanced with likely wet or dry rot decay in parts of the ground floor accommodation, particularly the former bar/club room floors and walls. Local wet rot decay progressive and evident to parts of the roof spaces (roof leaks), lower ground floor frontage and side walls and floor, and generally to timber skirtings against damp affected walls throughout the lower and upper ground floors.
24. Fire safety alarm and fire fighting equipment, and insulation above ceilings – Complete provision required as part of general updating.
25. Building security – Improvements advised.
26. Electrical installation – A periodic inspection and test strongly recommended in anticipation that further upgrading and improvements will be recommended, possibly including part re-wire and substantial new fittings (additional to that believed undertaken in the last 12 months).
27. Gas safety – Replace meter cabinet door, and an annual safety check with inspection certificate is advised given the public use of the building.
28. Plumbing and heating – Budget provision recommended for more comprehensive upgrading/installation for improved heat distribution and hot water provision as part of general building updating.
29. Drainage – Install a proper manhole cover to the right side below ground drain, and improve soil and vent pipes serving toilet facilities. A water flush and test of the below ground drains is advised, noting there is a

2.02 Recommended additional inspections, tests, reports or estimates

There are several matters considered sufficiently significant (i.e. potentially expensive or with health and safety implications) where further investigation is advised as soon as possible, to allow budget provision to be made for required repairs and improvements: -

1. Roofs – Obtain budget cost estimates for the renewal of the rear main 2 storey sloping roof coverings, lean to sloping right side former beer store/lobby roof and flat roof to the right side gents toilet and adjacent main lobby with a view to completing work to these roofs as soon as possible including weather proofing flashings (from a reputable roofing contractor).
2. Rainwater fittings – Clear rainwater downpipe hoppers at high level from accumulated debris/obstructions including ground level gullies, to ensure effective rainwater disposal from roofs (from a reputable building contractor noting that high level access equipment will be required).
3. Exterior walls – Obtain budget cost estimates for the partial reconstruction of the front right side single storey flat roof wall and parapet above the double entrance doors to the upper ground floor entrance lobby in conjunction with re-roofing, including replacement lintels (from a reputable building contractor).
4. Windows – Obtain budget cost estimates for the refurbishment of all building windows, particularly that to the first floor frontage (hall) including part re-glazing and treatments against corrosion (from a reputable building or specialist window contractor).
5. External – Obtain budget cost estimates for either the demolition and removal of the existing lean-to garage, or comprehensive refurbishment including treatment against active woodboring insect infestation (from a reputable building contractor).
6. Dampness – Further investigate and obtain budget cost estimates in respect of the extent and type of remedial damp proofing works to the lower ground floor and parts of the upper ground floor rooms affected by rising and penetrating damp (from a specialist reputable damp proofing contractor).

Note that a limited inspection only has been possible for the purpose of this

of timbers may not have been fully established (particularly in adjacent floor and wall joinery). Any quotation obtained should include for all necessary remedial work, including the replacement of damp/defective plaster and rot affected joinery.

8. Interior Floors – Obtain budget cost estimates in respect of lifting and renewal of lower ground floors, particularly that to the lower ground bar and former club room considered beyond economic repair, noting that progressive deterioration and eventual need for repairs/renewals to other ground floor timber floor structures will be inevitable (with a high risk of wet or dry rot). Consider complete replacement of the lower ground floors, particularly that to the rear bar/club room, in solid concrete incorporating a continuous damp proof membrane (probably in conjunction with damp proofing improvements – from a reputable building contractor/specialist damp proofing company).
9. Fire safety – You are recommended to obtain further advice in respect of improving fire safety in the property, particularly having regard to public use of the building, given the absence of a fire alarm and limited provision of fire fighting equipment (from a competent electrical contractor or reputable fire safety consultant).
10. Insulation – Obtain budget cost estimates for installing insulation materials over all building ceilings in conjunction with roof/ceiling repairs and renewals (from a reputable insulation installer or general building contractor).
11. Electrical installation – Arrange for a periodic inspection and test of the electrical wiring circuits and fittings, with budget cost estimate for improvements to bring the wiring and fittings up to current day safety standards. Complete recommendations (from a competent electrical contractor).
12. Heating/plumbing installation – Arrange for budget cost estimates to be obtained for improvements to the existing dated heating and hot water installations, probably by comprehensively increasing and replacing existing radiators, particularly where missing or inadequate, in conjunction with additional heating controls and possibly a second boiler installation (from a competent and reputable heating and plumbing contractor).

internally particularly to the electrical and plumbing/ heating services to bring the property up to a more satisfactory overall condition suitable for public use. This to include essential fire safety improvements.

Some ongoing repair and maintenance is inevitable in buildings of this age and type through the natural processes of weathering and wear and tear. All matters where further improvement and repair have been advised are capable of being relatively simply achieved, albeit at a significant cumulative cost. Budget provision is therefore strongly recommended to be made following initial capital improvements for annual repairs and maintenance on a programmed basis.

3.02 Contamination

i) Radon Gas (UK Properties)

The National Radiological Protection Board has identified the area in which this property is situated as one in which, in more than one per cent of buildings, the levels of radon gas entering the property are such that remedial action is recommended. Radon is a naturally occurring gas which can be found in many different types of rock and soils. The existence of radon varies depending on local geological characteristics. Radon rises to the ground surface and is then diluted and disbursed into the open air and poses minimal risks to health. Within buildings, however, the gas can accumulate and may pose a risk to health. Determining whether radon gas is present in any building is not possible in the course of an inspection/survey as the gas is colourless and odourless. Tests can be carried out to assess the level of radon in a building but the minimum testing period is three months. Shorter term testing instruments can give misleading results and cannot be recommended. The experience of the National Radiological Protection Board is that recommended remedial measures if radon gas is detected need not be expensive, in proportion to the value of the property. Whilst information is currently limited, investigations by the National Radiological Protection Board in conjunction with other authorities continues. Under the circumstances if a test has not previously been completed, this has to be recommended as soon as possible.

ii) Electro-magnetic fields (UK properties)

There has been some press concern about the health effect of transformer

Materials which may contain asbestos are likely to be within the property surveyed (given the age of the buildings). Whilst we can offer the opinion that such materials are currently unlikely to represent a building defect this only will apply if these materials are left undisturbed. The precise levels of potential contamination and damage to health caused by such materials when disturbed for building alterations, works, etc. varies according to the nature of the asbestos used.

This report is not an asbestos survey and must not be interpreted as such. We regret that identification of the type of asbestos present in the building is a specialised matter outside our scope of expertise. We therefore recommend that you consider obtaining a specialist investigation and report from a suitable contractor experienced in dealing with asbestos products. This is advisable whatever your intentions with the property, and is essential before considering any building alterations or other works which may involve disturbing asbestos containing materials.

In any case the presence of asbestos materials may affect the future mortgageability and saleability of the property, and your attention must be drawn to this situation.

iv) Lead materials and lead based paint (UK properties)

Old lead pipework may be present in parts of the property, and given the age of much of the building there is likely to be old lead based paint on some of the joinery. The peeling and flaking of this paint can cause dangerous residues, as will the dust caused during repairs and redecorations. Water flowing through lead pipework should preferably not be consumed, or if unavoidable must be run for a few minutes prior to use (but only then subject to advice from the water supplier). Lead is a poison and can cause health problems, particularly to children who are more vulnerable to the effects. Great care is necessary with the safe removal of lead pipework and lead based paint. Further advice on this subject is given by the Paintmakers Association, and the Department of Communities and Local Government.

v) Mould growths

Moulds are microscopic organisms that can and do cause serious health problems in many people. Moulds often look like black soot deposited on

Exposure by humans to mould in both homes, and workplaces, can cause a variety of health reactions, including headache, fatigue, coughs, shortness of breath, congestion, nausea, and eye, ear, and throat irritation.

Persons affected by health ailments in this way can arrange for more detailed analysis to be performed on samples of building materials by means of samples, swabs, and/or air samples, in order to detect viable or living moulds. Further research continues to be undertaken into this subject (sometimes known as "sick building syndrome").

3.03 Client risk

The client is made aware in the report of certain risk areas relevant to the property which have not been fully investigated at this stage. The Surveyor awaits instructions to carry out any recommended further investigations and to arrange for specialist reports. The client proceeds to purchase in full knowledge of these risks.

3.04 Obligatory note

The report provides a general guide as to the state of repair. No exposure work whatsoever has been carried out, the foundations have not been inspected, nor the chimney stacks other than from the ground, plasterwork has not been tested, no under floor inspections made and flooring where concealed by coverings were not inspected. Flues were not inspected nor electrical, gas, water, drainage, or other service tests carried out.

3.05 Limitations as to content of this report

In making the report the following assumptions have been made.

- a) That no alumina cement concrete, or calcium chloride additive, or other deleterious material was used in the construction of the property.
- b) That the property is not subject to any unusual or especially onerous restrictions, encumbrances or outgoings and that good title can be shown.
- c) That the property and its value are unaffected by any matters which would be revealed by a local search and replies to the usual enquiries, or by statutory notice, and that neither the property nor its condition nor its use nor

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3.07 General maintenance

A regular inspection of your property will possibly reduce excessive repair costs. With this in mind, a list is attached of the most vulnerable parts of your property which should be looked at from time to time. If such inspections are undertaken, and action taken as necessary, the future sale of the property may be made easier than if the property is not as well maintained as it should be.

Signed:

for Severn Estates Ltd.

Dated: **9th April 2008

APPENDIX 6: FEASIBILITY STUDY

Taken from the 91 page Research Document commissioned by NYCE and funded by Stroud District Council

8.4. Arts initiative: Ideas put forward by Sarah Blowers Artistic Director of Fairgame Theatre.

8.4.A. Ideas to explore:

- The idea of having a building wholly given over to the arts is almost an impossibility in this day and age, also arts provision demographically is fairly easy to access, Bristol, Bath, Cheltenham are all a close car drive and Stroud has its fair share of arts activities.
- The old subscription rooms have scope to be used as a performing/exhibition art based space but to use them wholly for that purpose would be non cost effective.
- The following ideas are possible within the space but some ideas also look beyond the confines of the building and see an arts based programme as something that is flexible, can travel and has the opportunity to change lives.

8.4.B. Arts Based programme for young people:

- Based on existing models used by other youth arts organisations there is the potential to have programmes running which use the arts to increase self-esteem, confidence, team work, relationship building etc.
- The programme would aim to draw down contracts and funding to run a series of programmes responding to need as well as providing holiday/evening/weekend activities.

8.4.C. Example of programming:

Youth arts programme:

Ten week long music based programme working with disaffected teenagers at risk if offending.

- Art forms used include: DJ skills, song writing, and melody writing.
- End with showcase.
- This programme could be building based or the programme administered from the building and held elsewhere e.g. school, local hall etc.

- To look for further examples of projects that could take place see
- Biggafish.com
- Fairgametheatre.com
- Kingswood foundation.

Community Arts programme:

Music

Adults:

- Ongoing arts based programmes open to all the community e.g.:
- Singing group,
- Orchestra music group for adults who used to play and haven't
- Music lessons for adults who always wanted to learn but never did!
- Rehearsal room hire for bands/small groups.

Teenagers:

- Evening and weekend sessions ranging from orchestra/windband/jazz groups/singing groups.
- DJ sessions and regular showcasing.
- Artists in residence.

Younger Children:

- Toddler music,
- Singing groups.
- Movement sessions.

Adult

- Strictly come dancing sessions?
- Regular dance classes tap, modern, ballroom, salsa, tango, free form!!
- Teenagers:
- High quality street dance/modern/break dance
- Artists in residence invited for holiday workshops.

Performance programming:

- An ongoing programme of entertainments including dance/drama/art/music/ film.
- Maybe a policy would be that as much out reach work is offered as

- The hall has an appalling acoustic and is an unpleasant space to work in.
- For any of the above activities to take place a communal space would be needed.
- It does not need to be as big as the current hall and flexibility is the key.
- It is worth realising that many arts providers only have a small base and they send practitioners out to deliver projects.
- But I do believe that the building is an asset and if it is sold then it will be lost forever, the trick is to develop a space within the building that is flexible, useable and doesn't become the only focus within it.

How to Fund:

- An arts programme is unlikely to be a large income generator for the building.
- Many of the activities suggested would need to be funded through grant applications.
- There is the potential of a small amount of money being made via programming/concerts but the reality of this is that it wouldn't be much!
- To deliver and fundraise for this programme a project manager would be desirable.
- This persons post could be paid for via a grant application.
- Ideally it would be paid for via income made from other ongoing projects in the building.

How much projects cost to run!!

Fairgame's recent Knifepoint project ran in the building:

Project description

- The aim is to use Macbeth as a springboard into discussions about self-esteem, individual responsibility and the need to communicate feelings without resorting to violence. We will offer Stage Combat, drama and music workshops to introduce young people to Macbeth and its themes of family conflict, thwarted ambition, and violence.
- An intensive week will take place in at Wick Court Frampton-On- Severn where thirty young males will work with practitioners to create an original piece of performance using stage combat, music and drama based around the

8.5. Suggested Year 1 Arts Programmes: Sarah Bowers

All of these suggested programmes are designed to work with the building in its

current state.

(Although the building long term needs a complete re-design interestingly from an artistic point of view its current condition makes it an exciting and inspiring building to run certain projects in.

It is rare to have the opportunity to work in a building in such a raw state and in our current climate of sanitized health and safety and risk assessment it is a refreshing change to work somewhere that has such a sense of atmosphere and possibility.)

8.5. A. Project One: Transformation Project

Objective:

- To create a "site specific" event in the NYCE building.

Overall description:

- The Transformation project will invite local professional artists to work collaboratively using cross art forms to create a unique site sympathetic experience that will be shared with the local community.
- The project will give participants opportunities to work on devising, structure, working with cross art forms, approaches to site-specific work and opportunities to play.
- A renowned professional artist such as Felix from Punch Drunk Theatre London would be invited to lead the project.
- This project will enable local professional artists, performers, creators and designers to develop their skills and receive input from master artists. Embedded in the heart of the project is a youth outreach programme.
- This project would like to see **food** its making, presentation and consumption part of the process and a key element in the final event.
- This is a unique combination and will encourage creative thinking and collaboration between artists, artisan, and food producers.
- This will be a unique opportunity for local professional artists to meet. share

relevant, challenging, exciting, inspiring and most importantly accessible to all.

Project aims

- To give disadvantaged young people a once in a lifetime opportunity to make a step change in their artistic practice and grow their prospects as professional artists.
- To give a group of young people the opportunity to learn from professional artists at the top of their fields.
- To give disadvantaged young people the opportunity to develop their creativity and artistic practice – production, creative direction, experimentation, and technical skills (dance, theatre, circus etc).
 - To give disadvantaged young people the chance to develop their employability and social skills – planning, teamwork, communication skills and confidence.

Detailed Project description

- The transformation project will give a group of twenty young people from disadvantaged backgrounds (such as a background in public care, minority ethnic, living in an area of severe deprivation, parents on benefits, behavioural problems) aged 15- 21 a once in a lifetime opportunity to work with master artists in theatre to improve their skills and confidence. All will show aptitude and enthusiasm for the project.
- The young people will get the highest quality technical and creative input over a week of workshops resulting in a performance open to the public. Professional input will come from Fairgame and Punchdrunk Theatre. The young peoples programme will run as part of the wider Transformation programme involving thirty established and emerging artists.
- The young people will be encouraged to express their ideas and creativity through the creation of a performance piece at the end of the week. Morning sessions with a master artist will develop their techniques, narrative skills and performance skills. Afternoon sessions will pull together these ideas into a performance piece giving the group a chance to practice and develop their work further.
- The project will take place at the NYCE building in Nailsworth.

Making it Happen:

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- Artist in residence for a week to include accommodation £3,000
 - Outreach workers 2 practitioners for six days to deliver youth outreach= $2*150*6=£1800$
 - Art Materials= £500
 - Food costs= £500
 - Publicity and marketing= £500
 - Project Manager for 10 days @ £200 per day= £2000
 - Sub total= £9,100
 - Contingency @10%=£910
- Total = £10,010**

Income

- Fairgame theatre contribution= £2,500
- Tickets @ £5 per person for £200 =£1,000
- Total income = £3,500
 - Amount needed to raise=£6,510

Suggested Funder = Awards For All

APPENDIX 7: 2010 SURVEY

OLD BOYS' CLUB SURVEY

Nailsworth Youth and Community Enterprise (NYCE) are asking for your help to assist them in developing the Nailsworth Subscription Rooms in Bath Road which you may well know as the Old Boys' Club.

The building has a large hall which is currently used for badminton, table tennis, meetings and parties. There is a coffee bar with small kitchen upstairs and on the lower ground floor a meeting room and craft workshop run by Practical Intelligence. NYCE has received money from the Arkell bequest to provide curtains and new toilet and kitchen facilities. Work on the toilets and kitchen will start soon. For more details visit our website www.nailsworthsubrooms.org.uk

To help us to continue to provide appropriate activities for young people (in particular the 15-25 age group) and facilities available for the whole community, we need your help in answering the questions below. Your replies will also help us to make a case for grant funding for improvements to the building, for example to the heating system.

1. Please indicate the number and gender of people in your household in the following age groups: for example 2M, 1F

Under 11	
11-17	
18 - 24	
25 - 40	
41 -59	
60+	

2. Does anyone in your household currently use the hall?
If yes, please state which activities and the age range of the user

.....

3. If no, could you please read the following and tick any which apply.

Not aware of this building	
Building generally unwelcoming	
Building too cold	
Chairs uncomfortable	
Already booked when asking for required date	

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4. Please indicate which of the following which would be of interest to your household if they were available in the building. Badminton, table tennis and craft workshops already take place and tennis is available on the same site through Nailsworth Tennis Club.

Activity	How many in the household would be interested. (give number and age range)
Parent & toddler group	
Playgroup	
Activities for pre-school children	
Drama classes for children	
Dance classes for children	
Film for children	
Drop in area for young adults/teenagers	
Card games	
Activities for older people (please give suggestions below)	
Keep fit (all ages)	
Yoga	
T'ai Chi	
Martial Arts e.g. Judo	
Badminton	
Table Tennis	
Basketball	
Short Mat Bowls	
Pool / Snooker	
Dances and discos (social)	
Dance classes	
Drama group	
Drama performances (to watch)	
Live Music events	
Comedy Events	
Film	
Knitting	
Wood carving / woodwork	
Creative writing	

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5. I think it is important that NYCE takes energy efficiency into account when improving the building? (Please tick)

Yes No

6. Would anyone in your household like to help in any way? If yes, please tick

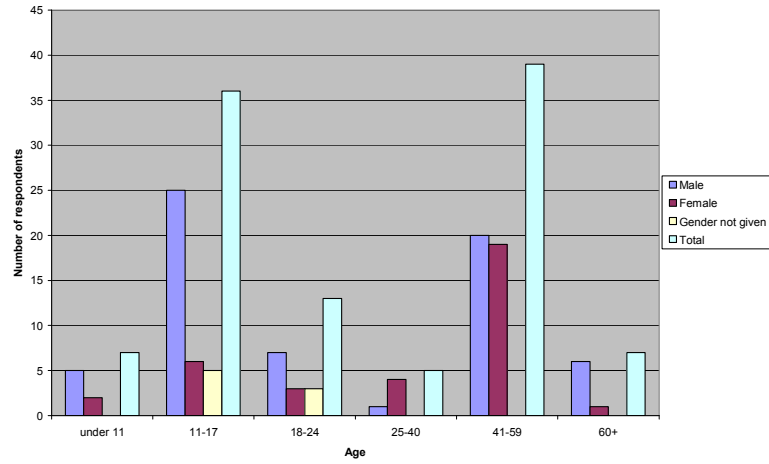
	Become a member (you will be placed on email mailing list)
	Become a trustee AGM November
	Help with fundraising
	Help with maintenance
	Help with running an activity
	Help with administration/legal matters
	Help with publicity (put up posters, deliver leaflets)
	Other
If you can help please give your contact details:	
Name:	
Address:	
Email:	
Phone:	

7. If you have any other comments please write them in the box below.

--

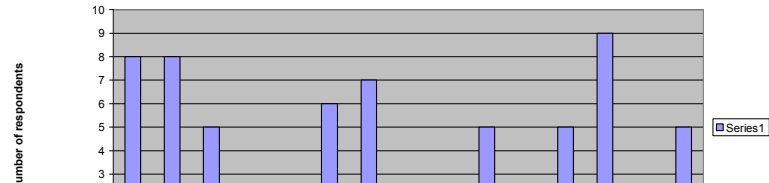
Survey Results

Question 1: Age and gender of respondents



Question 3

Reason for not using the building



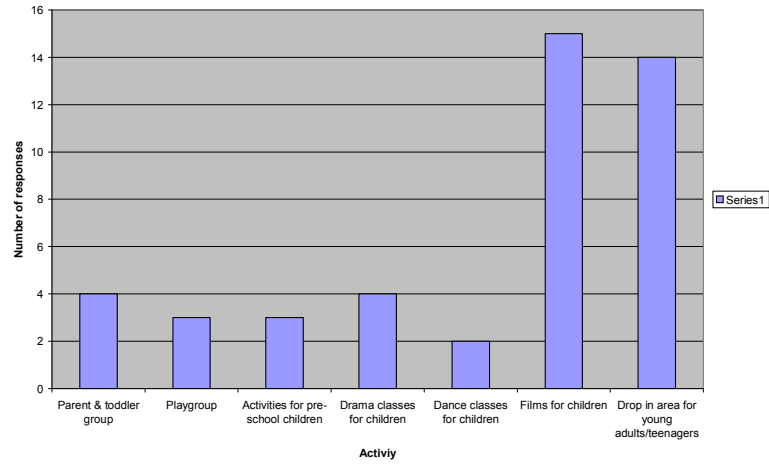
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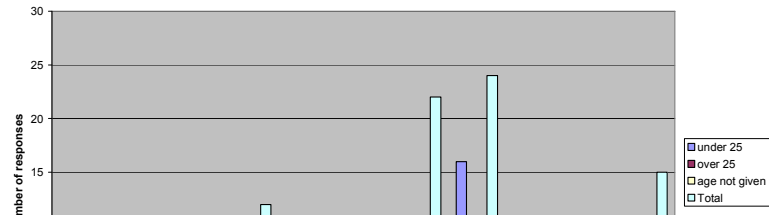
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Question 4: Suggested Uses for the building

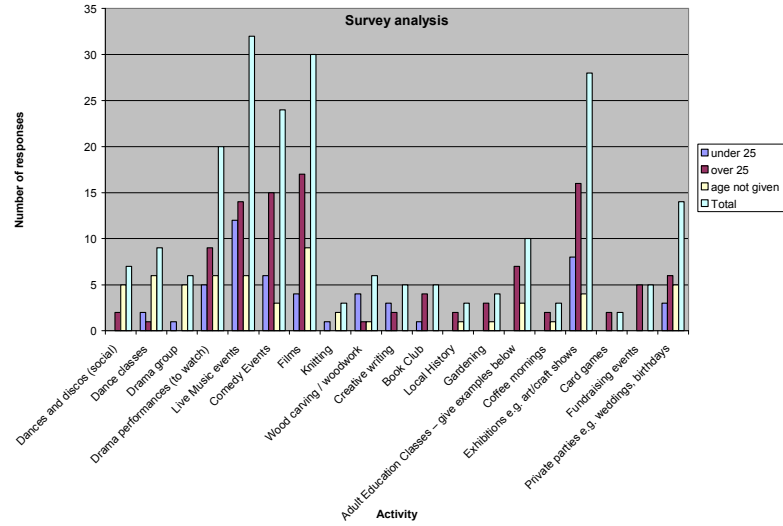
Survey analysis



Survey analysis



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APPENDIX 8: HEALTH AND SAFETY POLICY

Nailsworth Youth & Community Initiative takes very seriously its responsibilities with regard to Health and Safety and to enable these duties to be carried out, it is the Organisation's intention to ensure that responsibilities for health, safety, fire and hygiene matters are effectively assigned, accepted and fulfilled at all levels within the organisational structure.

We will also ensure that all reasonable steps are taken and due diligence exercised to safeguard the safety, health and welfare of all employees, residents, visitors and members of the public who may be affected by our operations.

HEALTH AND SAFETY

1. It is the policy of our Organisation, so far as is reasonably practicable, to ensure that:-
 - a) Adequate resources are provided to ensure that proper provision can be made for Health, Safety, Fire, Food Safety, and Hygiene.
 - b) Risk Assessments are carried out and periodically reviewed.
 - c) The provision and maintenance of plant and systems of work are safe and without risks to health.
 - d) Arrangements for use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health.
 - e) There is adequate information on articles and substances for use at work so they are safe and without risk to health.
 - f) Where appropriate, health surveillance will be provided for employees.
 - g) The maintenance of all plant, machinery and equipment is safe, not only for employees and subcontractors but also for any person who may be affected by operations, or premises, under our control.
 - h) The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
 - i) Access to and exit from the workplace is safe.
 - i) Monitoring activities are undertaken to maintain agreed standards

- d) To always follow company rules re the wearing of protective clothing, i.e. hardhats, gloves etc. Failure to do so will be regarded as gross misconduct.
- e) On no account attempt to repair machinery of any description unless specifically employed to do so. Always refer to qualified personnel.

General

1. All employees and volunteers will be provided with such information, instruction, training and supervision as is necessary to secure their safety and the safety of others who may be affected by their actions.
2. There are established and maintained effective procedures for consultation between all levels of management and employees within our Organisation on all matters relating to health, safety and welfare.
3. The Health and Safety Policy will be reviewed, amended and updated as and when necessary. Communication of any such changes will be made to all employees.

Occupational Health & Safety is a legal requirement and essential in any industry. Health & Safety affects all working practices, employers, and employees, and we all have a duty of care to ensure we achieve good standards of care.

It is an offence to disregard health and safety policies and individual responsibilities, and may lead to disciplinary procedures being brought against employers and employees.

Blatant disregard towards Health and Safety at work, carelessness, negligence and deliberately, or knowingly breaching a rule on Health and Safety will be regarded by NYCE a serious disciplinary offence and may lead to summary dismissal without notice or pay in lieu of notice.

APPENDIX 9: CHILD PROTECTION POLICY

The Secretary has the responsibility of ensuring that the child protection policy and standard disclosures are kept up to date and that trustees, members, field workers, volunteers and organisations/enterprises working in the Subscription Rooms are kept informed of updates.

- The welfare of the child, young person and vulnerable adult is paramount
- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately
Staff (paid and unpaid) should be clear on how to respond appropriately

NYCE will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- our own staff are directly involved in the delivery of an arts project
- our staff recruit or broker relationships between volunteers, mentors or partner organisations

If a complaint or criminal proceeding occurs between a member of staff, volunteer or third party associated in anyway with the organisation, as a result of the NYCE's direct or indirect involvement, the company will treat the situation with the utmost urgency.

Good practice

NYCE will endeavour to adhere to the following framework of "good practice":

Good practice in planning a project for work involving children, young people and vulnerable adults means:

Good practice in a physical environment where there is contact with children, young people and vulnerable adults means:

- always ensuring that someone from the school/educational establishment, youth organisation or care setting is present and therefore meeting their responsibility for ensuring the safety of those in the setting
- monitoring risks throughout the project

Good practice in **physical contact** means:

- maintaining a safe and appropriate distance from participants
- only touching participants when it is absolutely necessary in relation to the particular arts activity
- seeking agreement of participants prior to any physical contact
- making sure disabled participants are informed of and comfortable with any necessary physical contact

Good practice in **interpersonal dealings** means:

- treating all children/young people/vulnerable adults equally, and with respect and dignity
- always putting the welfare of each participant first, before achieving goals
- building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process
- giving enthusiastic and constructive feedback rather than negative criticism
- making the arts fun, enjoyable and promoting equality
- being an excellent role model for dealings with other people
- recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people

Good practice in **managing sensitive information** means:

- having a policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults(see below)
- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse
- ensuring confidentiality in order to protect the rights of employees, freelancers and volunteers, including safe handling, storage and disposal of any information provided on artists or arts facilitators (or others involved in arts projects) as part of the recruitment process. (Data Protection Act 1998)

young person or vulnerable adult. You should never assume sole responsibility for a child, young person or vulnerable person.

Suspicious

If you see or suspect abuse of a child, young person or vulnerable adult you should make the person with legal responsibility for the child, young person or vulnerable person (e.g. the teacher, youth or care worker) aware of the problem.

If you suspect that the person with legal responsibility i.e. the teacher, youth or care worker is actually the source of the problem, you should make your concerns known to another member of staff employed at the site.

Make a note for your own records of what you witnessed as well as your response, and make your line manager (or other relevant person, such as the project organiser) aware of the situation, in case there is follow-up in which you are involved.

If a child, young person or vulnerable adult is injured – while at your organisation or while involved in a project you have organised – you must make a record of the injury in the accident book. This record must be counter-signed by the person with responsibility for the individual. The accident book should be kept for 21 years.

Accidents and injuries

If a child, young person or vulnerable adult arrives at your organisation's venue or project with an obvious physical injury you need to make a record of this in your accident book. This record should be counter-signed by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at your venue or on your project. The accident book should be kept for 21 years.

If someone discloses to you

It is possible that a child, young person or vulnerable adult who is or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a child, young person or vulnerable adult:

- remain calm and in control but don't delay acting

- tell the child, young person or vulnerable person what you are going to do next
- speak immediately to the person in the school/educational setting, youth or care setting who has designated responsibility for protection of children, young people or vulnerable adults. (This is likely to be the head teacher for a school or the director of the youth or care setting.) It is that person's responsibility to liaise with relevant authorities, usually social services
- as soon as possible after the disclosing conversation, make a note of what was said, using the child's/young person's/vulnerable adult's own words. Note the date, time, any names that were involved or mentioned, who you gave the information to. Make sure you sign and date your record.
- in confidence, make your line manager or other appropriate colleague (for instance the project organiser) aware of the situation

Social services will liaise with the relevant departments on a 'need-to-know' basis and will, if appropriate, inform the police. It is the responsibility of the authorities to determine whether abuse has occurred.

Rights and confidentiality

If a complaint or allegation is made against a member of staff he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the officer responsible for personnel in the organisation.

No matter how you feel about the accusation, both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Use of photographs and videos of young people

should be obtained for the use of any images, whether of a child, young person or adult.

A parent or guardian can consent to the use of images of the child or young person for whom they are responsible. With older children it is good practice to seek their permission directly as well as asking their parent or carer. If an adult has learning difficulties, they should discuss with their carer or support worker whether to permit images to be used for the purpose stated.

In all cases, permission is for specific uses, although some schools, etc, seek 'blanket' permission from parents for a specific period of time, such as a year. (Some LEAs discourage 'blanket' permission.) You must clearly label and date images and the specific use agreed should be noted. If you want to use them again for a different purpose, new permission will be necessary.

APPENDIX 10: HIRING AGREEMENT

NYCE Hiring Agreement - Section A

DATED

PARTIES

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, NYCE agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day(s) Month
Time required (Hours) From
Preparation

1.2 NYCE

(a) Registered Charity No
(b) Authorised Representative
Address
Telephone Number

1.3 Hirer:

(a) Name

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1.4 Hire Fee

Deposit

The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

Balance

Special deposit

This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the NYCE about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance

Payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof)

Commercial Use? Yes/No

1.5 Premises

Whole of building

If part of building please specify

Storage of equipment

1.6 Purpose/description of hiring

This will be a public/private event?

1.7 Is food to be provided at the event?

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2. NYCE has a Premises Licence authorising the following regulated entertainment and licensable activities. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for (must be completed by the committee)	Times for which the activity is licensed (must be completed by the committee)	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
b. The exhibition of films	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
c. Indoor sporting events	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
d. Boxing or wrestling entertainment	No		
e. The performance of live music	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
f. The playing of recorded music	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
g. The performance of dance	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
h. Entertainments similar to those in a – g	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
i. Making music	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
j. Dancing	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
k. Entertainment similar to those in i – j	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
l. The provision of hot food/drink after 11pm	Yes	09.00 to 00.00(Fri,Sat) 09.00 to 11.00(Sun-Thurs)	
m. The sale of alcohol	Yes		

- 2.1 Have you indicated at 2 (m) that alcohol will be available at your event?

If you answer yes to the above question, you will need to seek written authority from the

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2.2 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	
Committee room	

2.3 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.4 NYCE *does not* have a licence with the Performing Right Society for the performance of copyright music.

3. The Hirer agrees with NYCE to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2.3) or that NYCE management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between NYCE and the Hirer.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of NYCE Management Committee

--

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

--

Please note that signatures do not need to be witnessed.

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Standard conditions of hire

These standard conditions apply to all hiring of NYCE. If the Hirer is in any doubt as to the meaning of the following, Booking Secretary should immediately be consulted.

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Licensable activities

The Hirer shall ensure that the NYCE building holds a Performing Society Right Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity at NYCE the Hirer should ensure that they hold the relevant licence or NYCE holds it.

6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, NYCE Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the NYCE health and safety policy.

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- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

7. **Means of escape**

- (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- (b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

8. **Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

9. **Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are not provided with a refrigerator and thermometer.

10. **Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

11. **Insurance and indemnity**

(a) The Hirer shall be liable for:

(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by NYCE management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by NYCE management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of NYCE management committee and the NYCE employees, volunteers, agents and invitees against such liabilities.

(b) NYCE shall take out adequate insurance to insure the liabilities described in sub-clause

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NYCE is insured against any claims arising out of its **own** negligence.

12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member of NYCE management committee **as soon as possible** and complete the relevant section in the NYCE accident book. Any failure of equipment belonging to the NYCE or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. NYCE Booking Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- 1 Telephone: 0845 3009923
- 2 Facsimile: 0845 3009924
- 3 Website: www.riddor.gov.uk or via the HSE website: www.hse.gov.uk
- 4 Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

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13. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by NYCE. No animals whatsoever are to enter the kitchen at any time.

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claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be found in **Village Hall Information Sheet 34, Sale of goods**.

20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and NYCE is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the NYCE. NYCE reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

(b) NYCE management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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In any such case the Hirer shall be entitled to a refund of any deposit already paid, but NYCE shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise NYCE shall be at liberty to make an additional charge.

23. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

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any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

25. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of NYCE Booking Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of NYCE remain in the premises at the end of the hiring. It will become the property of NYCE unless removed by the hirer who must make good to the satisfaction of NYCE or, if any damage caused to the premises by such removal.

26. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

27. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

28. Smoking

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

NYCE Hiring Agreement - Section B

Application for sale of alcohol at an event at Nailsworth Subscription Rooms

Applicants should complete both pages and return them to the Booking Secretary

I hereby apply to the NYCE Management Committee to authorise the sale of alcohol by the following person (s) at the hall on the following date (s), during the following hours and in the following location (s):

Date(s): _____

Time: _____

Description of event: _____

Person(s) to be authorised to sell alcohol in accordance with the Licensing Act 2003:

Name:.....

Name:.....

- Location(s):
- Main Hall
 - Committee Room
 - Kitchen/Coffee Bar
 - Entrance Hall

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Sale of Alcohol

Event Organisers must remember that, amongst other things, the following are offences under the Licensing Act 2003

- The sale or supply of alcohol to children under 18 years of age
- Allowing the sale of alcohol to children under 18
- The consumption of alcohol by persons under the age of 18 on the premises
- Knowingly allowing the consumption of alcohol by persons under 18 years of age on the premises.

The maximum fine on conviction of any of the above is a fine up to level 5 on the standard scale, which is currently £5000.

Event Organisers are further reminded of the four Licensing Objectives under the Act

1. Prevention of Crime and Disorder
2. Prevention of Public Nuisance
3. Public Safety
4. Prevention of harm to children

These objectives must be adhered to throughout all events and the conditions of hire are provided to help you to do this. Please read them carefully.

I hereby undertake to comply with the provisions of the Licensing Act 2003 and to indemnify the management committee for any obligations thereunder.

I undertake to inform the Management Committee as soon as reasonably possible should any issues of concern occur during the event.

Signed by the person named at 1.3 (a) or 1.3 (c) of the Hiring Agreement overleaf (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name:

Signature:

NAILSWORTH YOUTH AND COMMUNITY ENTERPRISE (NYCE)

Charity Number 301581

BUSINESS PLAN 2010-2013 adopted 8 SEPTEMBER 2010

APPENDIX 11: PHOTOGRAPHS