Strumpshaw
Parish
Council

Agenda item 7 – CHC Update

1. **Fire escape doors** – please see paper (Appendix A) and give authorisation for recommended purchase

2. **2027/2028 Budget recommendation to PC**
   - We had a formal meeting 5/11/26 to agree hire prices and budget for the next financial year.
   - A draft meeting report is attached, and Appendix B contains all the relevant papers.
   - Hire Charging review – We review our hire charges annually and compare with other local halls. We agreed revised rates, see the paper attached.
   - 2027/2028 Budget – all in Scribe with notes to explain the reasoning for the recommended budget.

3. **GDPR**
   - UK data protection law was significantly amended in 2025 but not replaced. The UK GDPR and Data Protection Act 2018 remain the framework; the Data (Use and Access) Action 2025 sits on top of them.
   - Tanya is the Data Protection Lead for the Parish Council.
   - We nominate Lynda Hunt to be our Data Protection Complaints Lead, please can the Parish Council agree with this recommendation and appoint Lynda.
   - Once officially appointed by the Parish Council the Lynda will work closely with Tanya and oversee the complaints procedure, ensure compliance with UKGDPR and Data Protection Act 2019 and Data (Use and Access) Action 2025 and act as the point of contact for data protection matters
   - We have updated our privacy policy on our website, and on our hiring agreement.

4. **Events**
   - Yare Folk festive music night 5th December – tickets on sale on our website

5. **Operational matters**
   - Hall will be closed 24th Dec to 1st January for redecoration.
   - Discounted charging – church beetle drive

17/11/26 Parish Council Meeting
Agenda Item 7 - CHC Update
Appendix A - Fire Escape doors

Strumpshaw Community Hall

Overview
We have had problems with the fire escape doors for several years. They are made of UPVC and expand in the summer heat and shrink in the winter cold. This has created the need for Rod to adjust them several time to ensure they close correctly. We suspect the quality of the doors was not great when they were installed.
They now have gaps which we cannot resolve, resulting in reduced security, cold drafts and heat loss

The recommendation is therefore to replace them with better quality aluminium doors. We have obtained three quotes:

1. BB Installations
See attached quote at £10,560

2. Norwich Aluminium
See attached quote at £8,923

3. Broadland Windows
See attached quote at £7,000

Recommendation
Our recommendation is to place the order with Broadland Windows, Rod used to work for the company so knows the quality of their work, and the specified door is a good quality product https://www.smartsystems.co.uk/product/10803/alitherm-400

When we submitted our budget for 2026/2027 in November last year, we noted that we would need around £10,000 this year to replace these doors and our current reserve is more than £55,000 so we can cover this cost.

Parish Council Action
Please can the Parish Council authorise the contract to be placed with Broadland Windows, and the deposit paid immediately.

ESTIMATE

To, Strumpshaw Parish Council 29.09.26

Strumpshaw Community Hall
Mill Road
Nr13 4fs

Job Description

Replacement Fire Doors in Aluminium.

Replacement fire doors with Anthracite on outside and white on inside.

Removal of existing door and removal from site.

Installation of new doors with all trims.

Any alarms removed and installed by others (to be booked in on day)

All waste removed from Hall

£5280. plus vat. Each.

Kind Regards

Ben Broughton

Vat No 946689948

Company no 08418692

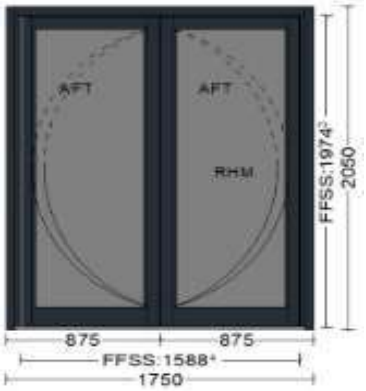
Please look at our website for more information

www.bbinstallationsnfk.com

QUOTATION - Q11216 - Rod McBride - Strumpshaw Village Hall **Date: 08/10/2025**

Remove, supply & install into existing openings:

Item: 001 - Double Door **Qty** 2



Width: 1750 **Height:** 2050

Glazing: 36mm Solid Aluminium Panels

Colour: Standard RAL 9010 Pure White Internally/RAL7016 Anthracite Grey Externally

Reynaers Vision 7 Commercial Anti-Finger Trap Pivot Door
Concealed overhead no-hold open closers
Concealed rod panic bars with no external access (EN1125)
36mm Solid aluminium panels
2 no Trickle vents
No Cills
Low level thresholds
Perimeter EPDM

Item at a Price of Unit Price/Total Price	£	4,346.76	£	8,693.52

Net Price £ 8,693.52

Norwich Aluminium Ltd – 27 White Lodge Trading Estate – Norwich – Norfolk – NR4 6DG
01603 327373 www.norwichaluminium.co.uk info@norwichaluminium.co.uk

Subject: RE: Doors for Strumpshaw Community Hall - Aluminium FE Doorsets
From: Stephen Crane <s.crane@broadlandwindows.co.uk>
Date: 30/09/2025, 14:58
To: Rod McBride <rod@thecosycottage.uk>

Good afternoon Rod

Herewith qualified quote for the two replacement doorsets

Quotation
Project: Strumpshaw VH - Fire Exit Doors - Replacement / 0000000257

Date: 30/09/2025
Customer No.:

Position	Quantity	Description	Price GBP	Total GBP
		Alternative Position		
Notes	1 pc		0.00	Net Unit Price
Based on Alitherm 400 hinged doors Dual Colour Aluminium RAL7016M / RAL9010M (Anthracite Grey/ White) Glazed with colourmatched aluminium faced Styrofoam Core Panels Including Strand Panic Exit Devices Removal of existing and disposal Manufacture supply and install new These doors DO NOT Include Finger protection strips, door closer, hold open device. *** We would recommend upgrade to commercial pivot rebate door manufactured with SmartWall Sections + circa 45% per set but then includes Antifingertrap Hinge bulb stiles and concealed overhead door closer with 90 degree hold open. IF you were to amend to Anthracite in and out that uplift would be only 10% ***				

Position	Quantity	Description	Price GBP	Total GBP
Ali400 Hinged FE Sets	2 Pcs		3,364.00	6,728.00
		**Door Elements 1750 mm x 2050 mm**, Consisting of a Double Door. System: SMA ALITHERM 400 Door Description: Door Double open Out LH Master Leaf Colours: Profiles: inside: White, outside: Anthracite Grey No Midrails		

Position	Quantity	Description	Price GBP	Total GBP
Uplift for midrail	1 Pcs	To both Doors	272.00	272.00

Additional Articles: ETD4302/KLKL/6.5 White/Anthracite Grey, 3600 mm UN3160/KL/		

Grand Total Net		**7,000.00 GBP**
Value Added Tax	20.0%	1,400.00 GBP
Total Price		**8,400.00 GBP**

Sections and brochures attached

We ask for a positive acceptance of this email with 25% deposit and the remaining balance on completion.
Payments to be made within 14 days from invoice date.
We reserve the right to charge interest on late payments at +3% above current bank rate calculated daily.

Current lead time is around 8-10+ weeks from agreement of ALL details/choices.

Please feedback your thoughts on this project offer and should you have any queries please call

Regards,

Steve Crane
Commercial Manager & Sales
Normal Workdays : Monday - Thursday
DDI: 01603 428695 | Office: 01603 483002
Email: s.crane@broadlandwindows.co.uk
Email: commercial@broadlandwindows.co.uk
Website: www.broadlandwindows.co.uk
Broadland Windows Ltd, 148 Hellesdon Park Road, Norwich, NR6 5DR
Please consider the environment before printing this e-mail

BROADLAND
WINDOWS & CONSERVATORIES

17/11/26 Parish Council Meeting
Agenda Item 7 - CHC Update
Appendix B - April 2027- March 2028 financial year
Budget Recommendation to PC

Strumpshaw Community Hall

1. **Current Reserves:**

CH Improvement & Development cost centre	£1,022
CH Operation & Maintenance cost centre	£54,764
Total	£55,786

2. **Current year financial summary:**

Once again, we are in an excellent financial position, projecting to generating around £10k of income above expenditure to add to our reserves.

3. **Budget for the April 2027-March 2028 financial year**

- Income – see Hire pricing review paper attached - We have reviewed the hire rates of other local halls and have recommended revised rates for the next financial year
- Budget for spend – all lines have been reviewed and budget proposed based on actuals, projections and inflation - all information contained in scribe, summary paper attached.

4. **Reserves - planned improvement projects and contingency**

The reserves policy was agreed at the November 2020 Parish Council Meeting, and the Community Hall Reserves are ringfenced.

Planned improvement projects

a. Battery storage and increased solar panels – budget £10,000
b. Replace grass within fenced area under the trees with paving – budget £3,000
c. Extension to provide increased storage space and update toilet facilities – budget £5,000 for the work required to complete planning and go out to tender
d. Increase security by installing CCTV – budget £1,000
e. Upgrade intruder alarm system to allow more than 25 fobs – budget £600

Contingency reserves needed for equipment replacement as hall gets older, everything we've not replaced is now over 6 years old, largest items will be:

- Air source heating system
- Wooden boundary fence and posts
- Projector
- PA system

STRUMPSHAW PARISH COUNCIL

Community Hall Committee Meeting 6 November 2026
Agenda item 8 – Budget 2027/28 - Hire pricing

1. Objective

To review the pricing and deposit structure for the hire of Strumpshaw Community Hall ("the Hall")

2. Background:

- The majority of village and community halls review hire and deposit charges on an annual basis and that is felt to be good practice. This year it appears that two of the nearest halls – Lingwood and Brundall together with Reedham and Rackheath have reviewed and introduced increases.
- The recommendation from the CHC is to review hire charges annually and the last price rise was April 2026. The current hire rate is £18 per hour with a discount given to £15 per hour where there are block bookings and payment in advance. A returnable deposit of £60 is payable.
- CPI rose by 3.5% in the twelve months to September 2026. The Bank of England predicts price growth on average of 3.75% in Q4 2026 and 4.2% in Q1 2027.

3. **Pricing Considerations:**

- The Hall is an outstanding facility and is acknowledged as such by users. The CHC seek to achieve a fair and reasonable pricing structure that achieves:
    - hire charges at the right level to ensure all necessary works can be carried out to develop and maintain this asset and cover the cost of increasing utility charges.
    - continuance of the excellent quality of hirer and high level of usage.
    - The CHC does not want to set the hire charge at a level that deters existing and prospective hirers. This is especially important as the rate of inflation has risen significantly over the past three years.
- One of the key factors in that is to compare pricing with similar local facilities. Most local village and community halls adopt variable pricing. This often relates to whether the hirer is "local" to the hall or as to time of hire. Weekend charges are often more expensive. In addition, there are discounts for regular hiring similar to those the CHC have introduced at the Hall.
- For the broad equivalent of our published hourly charge for "ad- hoc hires" in a main hall, the three nearest venues to the Hall charge between £18 and £25 per hour depending on the hour of day.
- In addition, some halls charge extra for use of other facilities. Lingwood charge at a rate of £25 per hour for the P.A.system (with an additional £50 deposit) while Reedham charge a one-off £6.60 for that use. If a bar is required Lingwood charge £30 per hour overall, Reedham an additional £21 or £28 per session, Postwick £12 per hour and South Walsham £11 per hour. Hoveton charge £150 per evening for a bar and up to £12.50 per hour for use of the kitchen.
- The CHC believes clear and understandable hire charges should be encouraged and provides a charge that does not differentiate between weekdays and weekends nor between Strumpshaw residents and non-residents. The hire includes use of the kitchen and the sound system (if required).
- Local examples of hourly charges are: -
  £15 – South Walsham (bar extra); Beighton (heating extra); Upton.
  £16 – Postwick (non-resident; bar extra); Salhouse; Margaret Harker Hall -regulars.
  £17.70p – Rackheath (ad-hoc weekday)
  £18 – Reedham ((non-res;Hall only); Margaret Harker Hall (ad-hoc).
  £19 – Rackheath (residents Saturday)
  £21- Brundall (day) ; Rackheath (ad-hoc Sat)
  £22 – Lingwood (day) ;
  £23 – ; Brundall (evening)
  £24 – Hoveton (weekday ad-hoc incl kitchen use)
  £24.50 - Reedham (Hall and Lounge)
  £25 – Lingwood (evening/weekend); Brundall (Saturday)
  £29.50 – Hoveton (Sat ad-hoc incl kitchen but not bar)
  £30 – Lingwood with bar

  Deposits vary but many halls insist on a £100 deposit for ad-hoc hires

4. Recommendations

a. That with effect from 1 April 2027, the start of the Parish Council's financial year, the hiring charges are changed to:

- £ 20 per hour for one off events with the returnable deposit being retained at £60. The high standard of hirer has meant that the deposit has not been required for anything other than minor breakages.
- £16 per hour for regular bookings (booking of six sessions in a year and advanced payment of four sessions.)

b. That the charge for equipment storage remains at £13 per quarter

c. That a further review is conducted each year to ensure the hire pricing and deposit structure is appropriate to meet the aims and objectives of the CHC.

Budget Report - final recommedation to PC agreed CHC meeting 5/11/26			2027/28		current year	
Code	Title	Notes	Receipts	Payments	Receipts	Payments
101	CH Deposit - Ad hoc Users		0.00	0.00	0.00	0.00
102	CH Hire Charges - Ad Hoc Users	Budget based on 26/27 actuals	1,000.00	0.00	1,000.00	0.00
103	CH Hire Charges - Regular Users	Budget based on 26/27 actuals plus forecast. Risk that we lose and cannot replace regular hirers especially skybound	12,000.00	0.00	11,000.00	0.00
104	CH Storage Charges		104.00	0.00	104.00	0.00
105	CH Events organised by CHC	budget based on historic actuals	1,000.00	0.00	1,000.00	0.00
106	CH Additional Services		0.00	0.00	0.00	0.00
107	CH Partner Services		0.00	0.00	0.00	0.00
108	CH Grants Income		0.00	0.00	0.00	0.00
109	CH S106 Income		0.00	0.00	0.00	0.00
110	CH Operational Reserve - general		0.00	0.00	0.00	0.00
111	CH Operational Reserve - earmarked		0.00	0.00	0.00	0.00
112	CH Cleaning Charge		0.00	0.00	0.00	0.00
113	CH Bank Interest Incom	Budget based on 26/27 ytd	1,000.00	0.00	0.00	0.00
114	CH Smart Export Guarantee Payment	Budget based on actual ytd 26/27	350.00	0.00	0.00	0.00
121	CH Electricity	Budget based on previous years useage and new rates	0.00	1,100.00	0.00	1,000.00
122	CH Sewerage	budget unchanged	0.00	235.00	0.00	235.00
123	CH Water	budget unchanged	0.00	200.00	0.00	200.00
124	CH Broadband	budget based on current rate plus inflationary increase	0.00	400.00	0.00	350.00
125	CH Insurance	budget based on Jan 26 rate plus inflation	0.00	750.00	0.00	700.00
131	CH PAT Inspections	budget unchanged, based on 2026 actual cost	0.00	110.00	0.00	110.00
132	CH Defibrilator Servicing		0.00	165.00	0.00	165.00
133	CH Fire Alarm & Em Lighting Servicing & Maint	budget unchanged	0.00	600.00	0.00	600.00
135	CH Air Source Heat Pump Servicing & Maint	budget unchanged	0.00	220.00	0.00	220.00
136	CH Intruder Alarm Servicing & Maint		0.00	220.00	0.00	220.00
137	CH Misc Equipment Repairs	budget unchanged	0.00	660.00	0.00	660.00
138	CH Misc Equipment Replacement	budget unchanged	0.00	330.00	0.00	330.00
139	CH Bleed Bag	New one will be required july 2028 so no budget for this year	0.00	0.00	0.00	0.00
141	CH Cleaner	£30 x 52 = £1,560 so leave budget unchanged, new rate agreed Nov 2026 wef 1/12/26	0.00	1,650.00	0.00	1,650.00
142	CH Antimicrobial Spraying		0.00	0.00	0.00	0.00
143	CH Cleaning Consumables		0.00	300.00	0.00	300.00
144	CH Sanitary Unit		0.00	100.00	0.00	100.00
145	CH Window Cleaner	£20 x 12 = £240 New rate agreed Nov 26	0.00	240.00	0.00	200.00
161	CH IT Costs	26 costs Reg123 for domain £12.99, microsoft £87.49, wix £168 but this is for two years, so leave budget unchanged	0.00	200.00	0.00	200.00
162	CH Film Licence and DVDs		0.00	0.00	0.00	0.00
163	CH Scribe Booking		0.00	500.00	0.00	500.00
164	CH Subscriptions	CAN silver membership	0.00	55.00	0.00	33.00
165	CH Committee Training		0.00	300.00	0.00	300.00
166	CH Cloud Storage		0.00	115.00	0.00	115.00
167	CH Organised Events		0.00	1,000.00	0.00	1,000.00
168	CH Redecoration	No budget as no need to decorate this year	0.00	0.00	0.00	2,000.00
169	CH Misc stationery		0.00	120.00	0.00	120.00
170	CH Carbon Offset		0.00	80.00	0.00	80.00
171	CH Bank Monthly Charge	budget = £3.50 x 12 plus inflation increase	0.00	50.00	0.00	36.00
181	CH striming & grass cutting	2027 rate £35 a cut, budget allows for more cuts than 2026 which may be needed if we get rain in the summer	0.00	600.00	0.00	600.00
182	CH grounds maintenance consumables		0.00	165.00	0.00	165.00
184	CH outside maintenance		0.00	500.00	0.00	500.00
185	CH Solar panels and battery		0.00	10,000.00	0.00	0.00
186	CH extend paving under trees		0.00	3,000.00	0.00	0.00
187	CH extension and toilets		0.00	5,000.00	0.00	0.00
188	CH security cameras		0.00	1,000.00	0.00	0.00
189	CH Intruder Alarm Upgrade		0.00	600.00	0.00	0.00
199	CH misc spend		0.00	100.00	0.00	100.00
	Total		**15,454.00**	**30,665.00**	**13,104.00**	**12,789.00**