**Division of responsibilities between the DRCCT and the Datchet Parish Council.**

**This list sets out a framework for responsibilities for upkeep of the property of the DATCHET RECREATION CENTRE CHARITABLE TRUST ie Datchet Hall, Bungalow and the wider charity asset.**

It is intended that there should be a joint annual inspection, and regular consultation at other times, between the Management Committee and Datchet Parish Council, so that they can constantly review their respective responsibilities in respect of the Hall, Bungalow and the wider charity asset.

1. **The Parish Council will be responsible for:-**
2. The buildings – all walls (external and internal structural), roof, windows (frames/structure), and doors.
3. External brickwork and patio slabs
4. Heating system –Gas boiler, pipework throughout building, safety checks
5. Electrics – system within building (lighting. hot water heaters, emergency lighting provision, maintenance and certification), including responsibility for non-routine/major remedial items.
6. All meters - Gas, Electricity and water.
7. Drains and any pipework outside of the building
8. Exterior safety installations – handrails, disabled facilities.
9. Any alarms and alarm systems – currently building entry and intruder alarm security system and CCTV cameras – installation monitoring, and maintenance, including updating and re-provision.
10. Building insurance for Hall and Bungalow.
11. Annual gas maintenance of boiler and certification including cooker.
12. Extinguishers for whole complex and replacement if defective.
13. Patio garden and hedge.
14. The four car park security street lights adjacent to the Village Hall and Bungalow:- maintenance and utility costs.
15. General maintenance of the outside areas and grass cutting
16. **The Management Committee will be responsible for:-**
17. Reporting problems to the Parish Clerk for all items for which the Parish has responsibility in A above.
18. Heating system – Thermostats and bleeding radiators.
19. Electrics – bulbs and light fittings, damaged sockets
20. Fire Risk – Assessment and all associated routine action for the Hall and Bungalow managed by Committee on behalf of DPC.
21. Annual portable electrical appliance inspections and certification.
22. Kitchen appliances and room fittings.
23. Display of Notices for legal purposes
24. Cost of Utilities used by the Hall i.e. Water, Gas and Electricity.
25. Signage throughout the Hall building (excluding safety signage)
26. Datchet Hall contents, employer and third party liability Insurance.
27. Datchet Hall employees and all costs and processes associated with their employment.
28. Cleaning the Datchet Hall internally and outside windows.
29. Stage fittings and curtains, AV system.
30. Datchet Hall Toilets fittings and fixtures.
31. Other fixtures and fittings (including plumbing up to wall)
32. Internal fabric – such as curtains, chairs
33. Internal decoration
34. Waste disposal associated with the routine operation of the Hall.
35. **Financial, Usage and Management**

1 The Parish Council shall pay for usage of the Hall at reasonable rates for usage.

2 The Management Committee accepts and encourages the use of the Datchet Hall (which expression includes including surrounding land owned by the Charity) by the Parish Council as non-exclusive licensee for its own purposes and for communal purposes. For example:-

* As Parish Office
* As day centre used by Datchet United Charities
* As changing rooms in connection with the sports field
* As premises for Youth Club operated by the Royal Borough
* Surrounding land open to the public and linked to the Recreation Ground and associated play and recreation areas
* Other present and future uses compatible with the objects of the Charity, and subject to the approval of the Management Committee, such approval not to be unreasonably withheld.

Approval may be reasonably cancelled by the Management Committee on grounds of health and safety, abuse or vandalism, refusal of insurance cover, excessive insurance premiums and other reasonable grounds

3 The Parish Council and other communal organisations have the status of licensees, not tenants and shall follow any reasonable regulations made by the Management Committee~~.~~

4 Over and above 1 the Parish Council shall pay an annual licence fee to the Charity to fairly reflect the benefit received by the Parish and Community. The licence fee shall cover the prospective costs of the Charity and a reasonable margin to cover contingencies.

5 The licence fee in 2019 shall be £7,000

6 Wayleave agreements and similar grants of rights (“Third Party Rights”) over the Charity’s land are matters for the Charity which shall consult with the Parish Council on any grant or variation of Third Party Rights. The proceeds of Third Party Rights belong to the Charity