



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 6th April 2017 – 19:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
19:00	1	Welcome and Apologies JB
19:05	2	Minutes from previous meeting held on 2 nd March 2017 JB
19:15	3	Matters arising from the Minutes All
19:25	4	Management report BC
19:35	5	2017 Budget & Monthly Finance Report BC /BL
20:35	6	Directors Items All
	6.1	Sports Pitches Update JF
	6.2	Review of Centre Hire Rules JB
20:50	7	Any Other Business All
21:00	8	Date of the next meeting: Thursday <u>11</u> th May 2017 All

**Elsa Park Community Trust Board Meeting Minutes
Thursday 6th April 2017**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Jane Whitehead	JW	Owner Director
Jo Derrick	SR	Owner Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
Peggy Kent	PK	Resident Director
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 19:00

1. Welcome and Apologies for Absence

INTERESTS IN PROPOSED TRANSACTIONS AND/OR ARRANGEMENTS WITH THE COMPANY.

1.1 In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting, declared the nature and extent of his interest (Interest) to the other directors, save to the extent that such Interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).

1.2 It was noted that none of the Interests disqualified any of the directors present from forming part of the quorum of, or voting at, the meeting.

1.3 JB welcomed everyone to the meeting and thanked them for attending.

1.4 Apologies have been received from Duncan Ashwell, Robert Reid, Sylwester Rzeminski and Dan Browne.

2. Minutes from the Previous Meeting Held on 2nd March 2017

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

3. Matters arising from the Minutes

BC gave an update on the following:

3.1 The old admin computer has now been sanitised and is ready for use by the Youth Club and other Centre users.

4. Management Report

BC gave the following updates from his report:

- 4.1 The extension to the basketball area has proved very popular, and the play area in general is been well used by children of all ages. It is hoped that the temporary fencing protecting the reseeded area next to the new surface can be removed towards the end of the month.
- 4.3 BC will be meeting with the Town Clerk on Monday and it is hopeful that a response will have been received from LLC Highways.
- 4.5 The CCTV has been installed and additional cameras will be procured to improve the cover over the NEAP.
- 4.6 The insurance claim for the damage to the Sedgefield Place notice board has been settled by Co-operative less than a week after the invoice was submitted.
- 4.7 JW asked if the achievements of ER and LS in attaining their Business Administration qualifications will be formally recognised. BC suggested that this could be done at the traditional volunteer gathering at the close of Picnic in the Park.

5. Finance Reports

- 5.1 The 2017/2018 budget was presented. The budget had been agreed at an additional Board meeting held on Monday 27th March 2017 in with the initial proposals being debated and amended following wider consideration at that meeting.
- 5.2 The amendments and the minutes of the meeting were reviewed, and subject to the correction of an error on the number of hours that it had been proposed for a new employee to assist with the general maintenance and upkeep of the development, the minutes of the meeting held on Monday 27th March 2017 were accepted as a true record of that meeting.
- 5.3 JF agreed to write the Job Description once the role was finalised.
- Action JF**
- 5.4 JW offered to contact the Job Centre and the Careers Officers of local Schools & Colleges at the appropriate time.
- Action JW**
- 5.5 BC suggested that if another “outside worker” is to be taken on the facilities available for The Groundsman should be reviewed. For example, it might be appropriate to install a shower and provide a drying cabinet for workwear in the Groundsman’s Workshop. BC will obtain quotes at a future date.
- Action BC/BL**
- 5.6 BC gave an update updated on the proposed landscaping projects following detailed discussions with PE. Thirty-nine mature trees are to be ordered to for planting on The Pollards and to form a number of small copses across Linear Park. A large shrub bed is proposed for the infilled ditch off Haydock Park Drive.

It was proposed by MM that the budget be approved. Seconded by PF. Carried unanimously.

5.2 BL presented the finance report, and covered the reasons for the variances.

6. Directors' Items

6.1 JF thanked BC for formally responding to SKDC with The Trusts comments on Kier's application to change to the Masterplan to incorporate the single 3G sports pitch. The letter sent by BC supported the application whilst outlining the need for a fall-back position should the project not come to fruition.

6.2 Following a complaint from a resident whose request to hire the Centre for puppy training classes had been declined, JB had proposed that the Board review the standing restrictions on use and hire of The Centre.

6.2.1 BC had circulated a paper detailing the hire restrictions with the rest of the board papers for Directors to review ahead of the meeting. The restrictions were discussed, and the meeting agreed that the rules as they stand meet the best interests of members and the business, and no changes were required.

7. AOB

7.1 JD raised up the issue of school traffic using The Centre's car park. The school have reiterated to parents that the car park is private and for Centre users only except for agreed special events. JD advised she has a meeting with the Executive Head later this month to discuss parking issues and ideas for the new intake in September. The outcome will be discussed at the next Board meeting.

7.2 BC shared some plans from Taylor Wimpey for the first Neighbourhood Equipped Area for Play (NEAP) at Oak Spring Gardens. It is hoped that work will commence soon, and BC added that two bins will be supplied by The Trust for installation adjacent to each entrance to the play area to enable The Trust to deploy some bins in that area.

7.3 BD informed the meeting that Barratt Homes have lodged their initial proposals for the new NEAP as part of their planning application for their next phase. The Trust has been asked by SKDC to give their response to the plans, and BC outlined a number of changes he felt were required. In particular, he felt that one of the items of play equipment was unsuitable, given that a similar item had caused real problems at the Springbank Play area. BC suggested that it might be replaced with an item that he had researched; a roundabout that could be used by children of all abilities, including those in wheelchairs. He added that The Trust may be required to cover the difference in costs, and the Board agreed that this was acceptable if requested by Barratt Homes.

7.3.1 PF suggested offering a contribution towards fencing around the area; all agreed and BC will raise the matter with Barratt.

7.4 MM said that the Little Garth drainage works had been completed but during the last storm, the area flooded again and it took time for the water to soak away. BC said this is not uncommon given the ground composition and the height of the water table.

7.5 MM advised that the grass is growing to an unmanageable condition. BC agreed to investigate and given BDW's past performance in maintaining the area said that it might be best if we cut the grass ourselves now that the area is adequately drained. All agreed. so BS will ask the groundsman or CGM contractors to cut the grass in that area on a regular basis.

8. Date of next meeting

The next meeting is scheduled for 11th May 2017. There being no other business, the meeting closed at 21:15.

Report to: Elsea Park Community Trust Board

Date: Tuesday 4th April 2017

Subject: Management Report

From: Barry Cook – Community Trust Manager

1. Extension of the Tarmac Surface on the Play Area Adjacent to The Centre

The work has now been completed but the adjacent grass damaged by the plant and machinery (due to the very wet ground conditions) when the work was carried out is still fenced off to allow the grass seed to take. The reinstatement work was undertaken by the contractor FOC.

2. Land Transfers

There has been no further progress with any of the land transfers.

3. Proposed Bus Stop

I have been in touch with the Town Clerk who is awaiting further information regarding the completion of the Safety Survey to be undertaken LCC Highways and the anticipated costs of the build.

4. Grass Cutting

CGM are now employing a cut and collect mower in response to requests from our members, and two cuts have been undertaken to date with pleasing results.

5. CCTV Installation

The new CCTV system was installed and commissioned in late March. Further cameras are planned to increase coverage, with some of the cables already run in to facilitate this expansion.

6. Replacement Noticeboard

The Elsea Park Noticeboard at Sedgefield Court that had been damaged by a delivery vehicle has now been replaced with a new noticeboard. The full cost of the replacement (and its installation) was met by the insurer of the vehicle that had caused the damage.

7. Staff Training.

I've been in contact with a new training provider and it's planned that BC, BL, and ER will be enrolled over the next couple of weeks on Management or IT training. KB and LS are already enrolled on NVQ Level 2 - Customer Services and NVQ Level 3 – Business Administration courses respectively (all courses are fully funded so the only cost to The Trust is employees time).

8. Staff Appraisals

Quarterly appraisals will be undertaken during this month.

Report Name:
 Report produced by:
 Review Date:
 Present at review:
 Figures:

Trust Budget 1st April 2016 - 31st March 2017
 Bea Laidler
 28/02/2017
 BL
 Shown NET of VAT



Operational Trust Budget

Item	Revised Budget	Year to date Budget 01/04/2016 - 28/02/2017	Year to Date Expenditure 01/09/2016 - 28/02/2017	Year to date Variance +/-	Remaining Budget 01/11/2016-31/03/2017	Full Year Budget minus Full year Expenditure	November 16 Budget	November 16 Expenditure	Variance +/-	December 16 Budget	December 16 Expenditure	Variance +/-	January 17 Budget	January 17 Expenditure	Variance +/-	February 17 Budget	February 17 Expenditure	Variance +/-	Notes
Office Staff Salaries	65,460.00	59,460.00	58,314.41	1,145.59	6,000.00	7,145.59	6,000.00	5,423.08	576.92	6,000.00	6,120.42	-120.42	6,000.00	5,655.56	344.44	6,000.00	5,655.56	344.44	
Employers NI & Pension	5,970.00	5,420.00	5,292.56	127.44	550.00	677.44	550.00	501.96	48.04	550.00	601.22	-51.22	550.00	532.44	17.56	550.00	532.44	17.56	
Agency	3,200.00	3,200.00	3,132.50	67.50	0.00	67.50	2,150.00	2,082.50	67.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training & Other Staffing costs (literature, Brochure)	3,620.00	3,650.00	3,729.99	-79.99	-30.00	-109.99	3,620.00	3,590.68	29.32	10.00	0.00	10.00	10.00	139.31	-129.31	10.00	0.00	10.00	
Franking	4,000.00	3,200.00	2,647.05	552.95	800.00	1,352.95	100.00	254.00	-154.00	800.00	-117.21	917.21	100.00	0.00	100.00	90.00	400.00	-310.00	Costs for Annual charge and newsletter
Office Stationery	2,270.00	1,820.00	1,136.94	683.06	450.00	1,133.06	500.00	60.00	440.00	0.00	0.00	0.00	0.00	60.00	-60.00	500.00	200.00	300.00	
Travel & Subsistence	2,430.00	2,230.00	1,571.01	658.99	200.00	858.99	100.00	136.86	-36.86	200.00	-377.00	577.00	100.00	99.25	0.75	100.00	74.87	25.13	
Telephone/Mobile and Internet	80.00	70.00	18.19	51.81	10.00	61.81	15.00	0.00	15.00	0.00	0.00	15.00	0.00	0.00	0.00	10.00	0.00	10.00	
Website, IT and Software	1,210.00	1,110.00	984.63	125.37	100.00	225.37	100.00	34.97	65.03	100.00	5.00	95.00	100.00	177.28	-77.28	100.00	69.71	30.29	
Memberships & Subscription	2,330.00	2,200.00	3,968.67	-1,768.67	130.00	-1,638.67	100.00	15.79	84.21	130.00	1,823.16	-1,693.16	100.00	144.36	-44.36	100.00	222.75	-122.75	
Audit and Accountancy Fees	480.00	380.00	317.50	62.50	100.00	162.50	0.00	0.00	0.00	0.00	0.00	0.00	100.00	35.00	65.00	0.00	0.00	0.00	
Legal Fees (Court action)	4,000.00	3,950.00	3,981.55	-31.55	50.00	18.45	0.00	137.50	-137.50	60.00	21.88	38.12	60.00	43.75	16.25	60.00	8.33	51.67	
Professional Fees	0.00	-200.00	-716.02	516.02	200.00	716.02	0.00	-25.02	25.02	0.00	0.00	0.00	0.00	9.00	-9.00	0.00	33.00	-33.00	
Miscellaneous Expenditure	2,000.00	0.00	1,839.00	-1,839.00	2,000.00	161.00	0.00	144.00	-144.00	0.00	0.00	0.00	0.00	1,506.00	-1,506.00	0.00	0.00	0.00	
Trust Community Grants	5,000.00	4,950.00	4,260.89	689.11	50.00	739.11	50.00	1.83	48.17	50.00	26.82	23.18	50.00	0.00	50.00	20.00	0.00	20.00	
Anniversary Weekend & other events	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Charges (card machine, harlands, bank)	1,520.00	1,520.00	1,512.78	7.22	0.00	7.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Proportioned Centre Costs @ 48%	11,000.00	10,550.00	8,371.05	2,178.95	450.00	2,628.95	400.00	835.64	-435.64	450.00	-6.50	456.50	400.00	-1,645.15	2,045.15	400.00	331.29	68.71	
Depreciation allowance	15,374.40	14,093.20	14,093.20	0.00	1,281.20	1,281.20	1,281.20	1,281.20	0.00	1,281.20	1,281.20	0.00	1,281.20	1,281.20	0.00	1,281.20	1,281.20	0.00	
Corp Tax	38,000.00	0.00	0.00	0.00	38,000.00	38,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust Totals	168,944.40	117,603.20	114,455.90	3,147.30	51,341.20	54,488.50	14,966.20	14,474.99	491.21	9,646.20	9,378.99	267.21	8,851.20	8,038.00	813.20	9,221.20	8,809.15	412.05	

Operational Groundsman Budget

Salaries	21,385.00	17,759.00	17,749.73	9.27	3,626.00	3,635.27	1,813.00	1,760.10	52.90	1,813.00	1,871.68	-58.68	1,813.00	1,797.25	15.75	1,813.00	1,797.25	15.75	
Employers NI	1,820.00	1,512.00	1,516.33	-4.33	308.00	303.67	154.00	149.59	4.41	154.00	165.05	-11.05	154.00	154.56	-0.56	154.00	154.56	-0.56	
Grounds Maintenance Contract	32,540.00	29,840.00	27,174.87	2,665.13	2,700.00	5,365.13	2,700.00	2,279.12	420.88	2,700.00	1,929.12	770.88	2,700.00	2,105.96	594.04	2,700.00	1,929.12	770.88	Savings made from changing contractors
Equipment Hire	500.00	27.20	83.20	-56.00	472.80	416.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Repairs and Renewals	3,500.00	3,390.00	3,036.87	353.13	110.00	463.13	100.00	0.00	100.00	100.00	-21.99	121.99	100.00	9.50	90.50	100.00	60.16	39.84	
Ditch & Dyke Maintenance, Fence repairs and replacements	17,810.00	2,810.00	4,377.09	-1,567.09	15,000.00	13,432.91	2,000.00	85.00	1,915.00	0.00	1,718.17	-1,718.17	0.00	1,765.94	-1,765.94	0.00	0.00	0.00	
Habitat Ponds	12,000.00	0.00	0.00	0.00	12,000.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Arboricultural Survey & Tree maintenance	2,950.00	2,440.00	-836.67	3,276.67	510.00	3,786.67	350.00	0.00	350.00	500.00	-1,030.00	1,530.00	500.00	0.00	500.00	500.00	0.00	500.00	
Landscaping Projects (New works)	3,040.00	540.00	1,316.82	-776.82	2,500.00	1,723.18	250.00	656.00	-406.00	0.00	25.00	-25.00	0.00	0.00	0.00	0.00	766.83	-766.83	
Fuel, Oil and Water	260.00	210.00	0.00	210.00	50.00	260.00	60.00	0.00	60.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00	0.00	50.00	
Vehicle Insurance	1,070.00	1,070.00	1,064.57	5.43	0.00	5.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bird boxes & Wildlife goods	1,920.00	1,920.00	1,929.06	-9.06	0.00	-9.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Play ground inspection	600.00	600.00	346.50	253.50	0.00	253.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Groundsman Totals	99,395.00	62,118.20	57,758.37	4,359.83	37,276.80	41,636.63	7,427.00	4,929.81	2,497.19	5,317.00	4,657.03	659.97	5,317.00	5,833.21	-516.21	5,317.00	4,707.92	609.08	

Operational The Centre Budget

Staff salaries	23,670.00	19,330.00	20,425.50	-1,095.50	4,340.00	3,244.50	2,170.00	2,041.30	128.70	2,170.00	2,715.80	-545.80	2,170.00	2,275.20	-105.20	2,170.00	2,275.20	-105.20	
Employers NI	480.00	400.00	377.58	22.42	80.00	102.42	40.00	30.81	9.19	40.00	88.85	-48.85	40.00	42.29	-2.29	40.00	47.06	-7.06	
Youth Activities	500.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRS & Licenses	1,220.00	1,220.00	1,221.65	-1.65	0.00	-1.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Advertising, Communications & Printing	450.00	400.00	170.35	229.65	50.00	279.65	50.00	0.00	50.00	50.00	-23.99	73.99	50.00	0.00	50.00	50.00	0.00	50.00	
The Centre repairs, renewals, maintenance	5,360.00	5,195.00	7,240.31	-2,045.31	165.00	-1,880.31	500.00	922.09	-422.09	165.00	-43.79	208.79	165.00	1,064.00	-899.00	165.00	352.24	-187.24	
Insurance	3,730.00	3,730.00	3,726.80	3.20	0.00	3.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Business Rates	15,840.00	14,520.00	13,170.50	1,349.50	1,320.00	2,669.50	1,320.00	1,317.05	2.95	1,320.00	1,316.90	3.10	1,320.00	1,317.00	3.00	1,320.00	0.00	1,320.00	Business rates payable April to February
Water	1,480.00	1,330.00	968.62	361.38	150.00	511.38	150.00	238.69	-88.69	150.00	0.00	150.00	150.00	0.00	150.00	150.00	0.00	150.00	
Gas	1,350.00	1,080.00	0.00	1,080.00	270.00	1,350.00	270.00	0.00	270.00	270.00	0.00	270.00	270.00	0.00	270.00	270.00	0.00	270.00	
Electric	2,550.00	2,498.00	3,362.76	-864.76	52.00	-812.76	52.00	0.00	52.00	52.00	0.00	52.00	52.00	-1,045.51	1,097.51	52.00	2,129.47	-2,077.47	Energy bills April 16 - Feb 17
Cleaning	1,300.00	1,230.00	1,651.58	-421.58	70.00	-351.58	70.00	280.29	-210.29	70.00	82.14	-12.14	70.00	76.21	-6.21	70.00	356.65	-286.65	
Proportioned Centre Costs @ 48% (income)	-15,374.40	-14,093.20	-14,093.20	0.00	-1,281.20	-1,281.20	-1,281.20	-1,281.20	0.00	-1,281.20	-1,281.20	0.00	-1,281.20	-1,281.20	0.00	-1,281.20	-1,281.20	0.00	
Centre Totals	42,555.60	36,839.80	38,222.45	-1,382.65	5,715.80	4,333.1													

Item 6.1

Football Pitches - Executive Summary

Background

SKDC asked The Trust to comment on Kier's formal application to vary the Discharge of Conditions in relation to the provision of the football pitches.

Trust Response

The Board fully support the proposal to change the Masterplan from two grass pitches to a single 3G Facility because:

- Disparate locations with facilities serving only one pitch are unworkable
- An all-weather floodlit facility will get much higher utilisation
- A single facility off Roundabout 3 will reduce traffic on estate roads
- It will create employment opportunities
- The facility would be fully sustainable and largely self-funding through hire charges
- The FA say this facility is needed in Bourne and the project has their support

But:

- We don't feel Kiers initial (without prejudice) offer of £300,000 is high enough
- The Trust needs a fall-back position because:
 - Planning permission may not be granted when detailed planning permission is submitted.
 - Conditions imposed by the planners might cause the business case to fail (eg time restrictions on evening use)
 - We might not get the support of Trust members.

In these, (or other as yet unidentified circumstances), The Trust needs to know where it will stand in terms of the provision of sports pitches by Kier. For this reason, the fall-back position MUST be identified and agreed by all interested parties at the outset.

BC sent a formal response via email on Friday 31 March and phoned the Planning Department on Tue 4th April and confirmed that our response had been received and logged against the application.

James Fordham
Director

Date: Tuesday 4th April 2017
Subject: Special Report: Current Restrictions on Centre Hires
From: Barry Cook – Community Trust Manager

1. JB and MM recently received an email from a resident who was unhappy to be advised by Trust staff that they would not be permitted to hire The Centre to deliver Puppy Training Classes.
2. Following clarification from myself as to why the rule was in place, JB asked me to detail our existing restrictions on hiring The Centre for review by The Board. It's worth remembering that most of these rules were determined before The Centre opened its doors for the first time by the Board and following consultation with "Community Lincs", an organisation whose members own or manage village halls and community centres throughout the county. That said, it's a very good idea to review all the rules in the light of several years of operation.
3. The existing restrictions are:
 - 3.1 No dogs permitted except Assistance Dogs
 - 3.1.1 The policy of having a blanket ban on animals is very straightforward, and why most village halls and community buildings share that policy; it's primarily for reasons of hygiene and the impact on other users of the buildings. We have two regular NHS groups in The Centre three times a week, one being the Pulmonary Rehabilitation Clinic who are sometimes in twice a week for several hours, and the Cardiac Rehab Group fifty weeks of the year on a Wednesday. Between them, the Cardiac and Respiratory Rehabilitation Clinics and the NHS Blood Transfusion Service have brought us an income worth just shy of £8,600 over the past twelve months, and hygiene and cleanliness of the facility is a prime concern for them.
 - 3.1.2 Whilst the hirer advised that they would disinfect the floor etc, puppies under training are obviously far more likely to urinate on the floor than a mature dog. NHS aside, the BeBright and Elsea Park Stay and Play children's groups which run on Monday afternoon and Thursday mornings respectively see children and parents frequently sitting and playing on the hall floor, and the Beavers and Cubs often sit on the floor. The hall is also used every week for fitness and kick boxing classes, with the latter operating barefoot.
 - 3.2 No ball games permitted within the building
 - 3.2.1 To prevent damage to the building infrastructure, particularly with respect to the hall lighting (which has been damaged on two occasions) and ball prints on the hall walls. Both issues have been the result of the use of "soft" footballs.
 - 3.3 All alcohol served on the premises must be served by a Licenced Provider
 - 3.3.1 This is to protect our Entertainment Licence and The Trusts reputation and to reduce the risk of antisocial or unruly behaviour in or near The Centre to the detriment of nearby homes.

3.4 No Live or recorded music after 23:30 (with the exception of events run by The Trust)

3.4.1 To prevent noise nuisance to nearby residents late at night.

3.5 No alcohol to be served after 23:30.

3.5.1 To encourage guests to leave at a reasonable time once the music has stopped.

3.5 No 16th, 18th, or 21st Birthday Parties

3.5.1 The Board felt these were generally “risky” parties.

3.6 Hirers Liability Insurance for Bouncy Castles and Inflatables

3.6.1 This rule has only been in place for a few months, and was introduced on the recommendation of our insurers. Hirers who want to bring bouncy castles and the like into the building must arrange their own liability insurance to cover any accident or injury to their guests suffered whilst using the inflatable.

3.6.2. We recommend a reputable company that specialises in this type of insurance (which typically costs around £15 to cover the party), and we must see proof that the insurance has been arranged prior to the event.