

Battle Town Council Almonry Wedding Venue

Notes from Cllr Howell, Cllr Fisher, Mrs Emeleus and Cllr Favell following a meeting of the Almonry Wedding Venue Working Group on 02 Feb 2018.

Aims and Objectives

The draft Aims and Objectives document was agreed and will be forwarded for finalisation and approval by F&GP.

Facilities

It was agreed that:

- a music licence was not required
- a CD player should be purchased, but hirers may want to use their own
- an alcohol licence was not required
- hirers would provide their own drink and glasses
- it would need to be made clear to hirers that the nearest accessible toilet was in the Market Square
- as there is no parking, could an arrangement be made with the Fire Station for the bridal car (and Registrars' cars?) to be parked on their forecourt? (Jempson's FD could be approached, but entrance is narrow)
- a table needs to be acquired (for the Registrar – minimum size is in regulations)
- folding chairs could be purchased – recommend Ikea Terje so number can be supplemented by chairs from the Ceremonies Room

Recommendations for improvements to the room:

- new, uniform lighting
- sweep the chimney
- tidy up and clean the fireplace, lay the fire and remove Miss Holloway's travelling case
- stain the wooden shelving on the room divider to match the wood in the room to help it blend in
- install battery operated lighting inside the fireplace

Recommendations for improvements to the entrance porch:

- provide new backing for the notice board
- move the locked post box to the left of the front door
- move the leaflet holder to where the post box and install extra holders above if needed
- clear window sills and clean windows

Recommendations for improvements to the entrance hall:

- place a pot plant or potted tree by the stairs
- purchase a new curtain sash to cross the stairs half way up and remove the blue rope lower down
- remove the picture of the church
- frame the fire evacuation procedures and hang it where the picture of the church was
- install a light by the entrance to Joy's (use one from the meeting room?)
- clean and varnish/polish/oil the panelling (remove drawing pins and nails first!)

Recommendations for improvements to the anteroom:

- remove pictures other than the twinning ones
- paint the walls
- clean the woodwork
- update Councillor photo board
- place the no smoking sign centrally on the door

Recommendations for improvements to the lavatory:

- (steam) clean the floor
- repaint the gloss paintwork
- provide tissues
- provide a chair
- place spare toilet rolls in a cupboard
- turn curtain round (hem to window)
- replace light or change lampshade and bulb

Recommendations for improvements to the kitchen:

- install rails for towels and tea towels
- install cupboards or curtains under sink area
- install shelving for storage behind the curtain

Other matters:

If the Council Officers are going to be in attendance, fees will need to take their time and expenses into account

It was noted that both the Town Clerk and (t) Deputy TC are qualified in first aid

The telephone in the Council office would be available if Council Officers are in attendance

The Town Clerk’s room would be available for use by the Registrar before the ceremony

Water and glasses need to be provided

There is a ramp into the room from the entrance hall and anteroom

There is also a portable ramp available – currently in the kitchen

Suggest a ‘no naked flame’ policy in hiring agreement

Business Plan

Actions:

Paula Fisher - research fees for wedding packages at Battle Abbey School, Powdermills Hotel and the Pilgrims’ Rest in order that a reasonable fee for the Almonry’s affordable ceremony-only venue can be gauged.

Margaret Emeleus - research other venues in the Battle area.

Glenna Favell - work with the Town Clerk to calculate a suitable maximum number for licence and establish whether the number can be increased when the Almonry is refurbished.

Date of next meeting

To be arranged. The garden and its use for ceremonies will be reviewed.



Example lights:

lights.co.uk 2-bulb canterbury-7267022-31 £125.90

Ikea Terje chair £11

lights.co.uk 4-bulb canterbury-7267021-31 £151.90