



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Community Buildings Committee Meeting

Date: 15th December 2022

Agenda Item: CB032 To consider using the Council Chamber as a warm hub for people in need over the winter

1. Introduction

Due to the ever increase costs to heat homes, 16.4 million people will be in fuel poverty this winter. The most affected groups will include people with disabilities, the elderly, children, ethnic minorities and low-income households.

As a result, many will have to look to their local community for support. This report outlines a high level proposal to open the Council Chamber at the Queen's Hall to be used as a warm space throughout this winter.

2. Proposal

Please review the information in this link for more details regarding what will be required - [6330436ce5a2540e5e0c4eeb_WarmWelcome_StepbyStepGuide_V1.pdf \(website-files.com\)](#)

In summary, we have a building which is already being heated and is accessibly for all to enter, and we already have public liability insurance in place to cover the use of the Council Chamber in this way.

The space will be available on Tuesday, Wednesday and Thursday each week, but will require volunteers to welcome visitors – these will need to be recruited and will need to have been DBS checked.

Flyers/leaflets about local sources of advice and help can be identified and made available for people.

Core items to be considered are:

- Capacity of the room
- Ventilation (windows)
- Activities, this can include jigsaw puzzles, books (a mini library with people donating a book in exchange for a new book), board games
- WIFI availability
- Warm drinks offered (urn in place for general use)

CB032 To consider using the Council Chamber as a warm hub for people in need over the winter

A risk assessment will need to be completed for the use of the space, and a safeguarding policy will be required.

Advertising of the space will be key, including social media and an article in Cuckfield Life. We can also liaise with other organisations such as MSDC or Age UK to see how they could help spread the word regarding the space being available.

3. Costs

Costs should be minimal above and beyond the heating costs and provision of hot drinks, although it may be necessary to pay for any DBS checks that are required. Requests for donations from the local community can be made to make the space more welcoming for visitors.

4. Recommendation

I recommend the committee considers allowing the use of the Council Chamber as a warm space for the winter months, and reviews the success of this before considering whether to continue allowing the space to be used as a social area beyond this period.

Appeals for volunteers can be done via social media and local organisations/contacts within the village.

Name: Sam Heynes
Title Clerk
Date: 8th December 2022