

Province of West Lancashire Masonic Hall's Committee

In the summer 2018 issue of Freemasonry Today there was an article by John Pagella, the Grand Superintendent of Works, about the Masonic Halls Centres of Excellence Guidance Manual. As part of that manual there is a review document which UGLE would like all hall management committees to complete and send a copy of it to their respective Provincial office.

The West Lancashire Provincial Masonic Halls Committee has discussed this document at some length and taken the view that there are a few questions that some management committees may not wish to answer. Consequently, an abridged version has been produced which we believe should be considered and completed in every Masonic Hall in the Province. It will encourage the individual management committees to think seriously about the current situation and, hopefully, create a discussion about what is needed in the future to secure the continued success of each hall. It will also draw attention to the legal aspects of running a hall and prompt compliance with all legislation if that is not the case already.

When the form has been completed the Halls Committee would like to receive a copy so that we may get a feeling of how strong and successful each Hall is and to show up any worries and areas that will need help in the future.

Having analysed the results, the Halls Committee would like to be able to see how we can help and improve the Halls to give a more successful future to our buildings. Also we would like to share successful ideas around the Province and to share best practices while maintain confidentiality.

Any information received will be kept securely and confidentially and will only be used anonymously for comparison purposes.

If you wish to complete either of the forms copies can be found on the Provincial website, www.westlancsfreemasons.org.uk Go to 'The Craft' on the subject bar, that should open the associated 'drop down' list and click on 'Masonic Halls Committee' for the main page. There you will find several reference documents listed for your assistance.

[UGLE centres guidance document](#) will take you to the full guidance manual.

[Masonic hall review letter March 2019](#) will take you to a copy of this form as amended by the Provincial Committee.

All information to be held in strictest confidence.

Please complete the following questions in relation to the Masonic Centre premises (“the property”) as fully and in as much detail as is possible. * (delete as necessary) Mark Boxes

1 The Property (Please attach to Appendix A. Labelled Internal & External photographs, Google maps style location plan, Internal floor plans)

Address:	
N ^o /Name	
Street	
Town	
County	
Post Code	

Contact Details	
Responsible Individual	
Contact N ^o	
Email	
Tel N ^o Centre	

Temples/Lodge Rooms N ^o	
Size m ²	
Dimensions (A x B)	
Max Capacity N ^{os}	

Dining Rooms N ^o	
Size m ²	
Dimensions (A x B)	
Max Capacity N ^{os}	

Committee Rooms N ^o	
Size m ²	
Dimensions (A x B)	
Max Capacity N ^{os}	

Rehearsal Rooms	
Size m ²	
Dimensions (A x B)	
Max Capacity N ^{os}	

Lounge/Bar Area N ^o	
Size m ²	
Dimensions (A x B)	
Max Capacity N ^{os}	

Other Rooms N ^o (if applicable)	
Size m ²	
Dimensions (A x B)	

Max Capacity N ^{os}	
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Toilet Facilities N^{os}	
Gents	
Ladies	
Disabled	

1A Property Accessibility

Other Facilities to assist disabled/elderly users. Does the centre have:	Yes	No
Easily accessible main entrance?		
A lift?		
Stair lift(s)		
Hearing Loop		

Does the center have a defibrillator?		
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Is a steward/caretaker employed?		
If so is he or she accommodated on the premises?		

If a caretaker lives on the premises, please describe the contract, tenancy, or other arrangement:

Car Parking:	
On Site?	
N ^o Spaces	
N ^o Disabled Spaces	

Off Site:
(Please describe whether on street, local car park, whether free or pay and approximate distance.)

Public Transport (Please describe proximity of Train Station, Bus Route, Taxi Rank etc)

2 Use of the Centre (Please attach to Appendix B the schedule of meeting dates)

Names & N ^{os} of following orders which use the Centre & how often they use :

Craft Lodges N°	N° Regular Meetings
Chapters N°	N° Regular Meetings
RAM Lodges N°	N° Regular Meetings
Other Orders N°	N° Regular Meetings
Mark Lodges N°	N° Regular Meetings
Is there any spare capacity?	YES NO

Are any parts of the Centre used by non-Masonic bodies?	YES	NO
If Yes, please give details: (Categories & Users of Centre, Catered Events, Functions)		
Is there any spare capacity?	YES	NO

3 Ownership of the Centre

Is the Centre owned by: an Individual, a Lodge, Trust, Masonic Hall Company, a Limited Company (state format), Other*
If a Company
Name and Registered Number:
Is it a company limited by Shares* or Guarantee*?
Who are the shareholders ?

Can you confirm all Trustee appointments are up-to-date?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the Title to the Centre?	Freehold	Leasehold		<input type="checkbox"/>
Is the Centre Listed or in a Conservation Area?	Yes	No	<input type="checkbox"/>	
If Yes, please give details:				
Do you know where the Property Deeds are held?				
Are the titles?	Registered	Unregistered		

4 Management Structure

Please provide a simple diagram of the Ownership & Management structure.				
How is the Centre managed on a day to day basis?				

5 Finance

Is the property unencumbered?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there a loan or mortgage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Do the Annual Accounts accurately reflect long term debts, loans or similar .			
How are the running expenses funded – e.g. by levies on and/or by rents charged to the Lodges and Chapters that use it – and how are the levies and/or rents calculated?			
Please provide details of charges i.e. per meeting/per member per meeting £			
Is there a fund or similar account maintained to provide for periodic and capital expenditure?	Yes		No
If so, how is it funded?			

6 Insurance

Is the Centre fully insured in respect of:	(a) Buildings?	
	(b) Contents?	
	(c) Employer’s Liability?	
	(d) Public Liability?	
	(e) Directors/Trustees Liability?	
	(f) Any Other Liability Cover? (please give details)	
	(g) Are Lodge regalia and artifacts also covered under a central policy	

Is the Insurance regularly reviewed?

What advice is obtained as to the risks insured against and the amounts of the cover in every case? If so, please describe:		

7 Licences

Are the following licences held:	(a) Club Licence?	
	(b) Premises Licence?	
	(c) Music (PRS)?	
	(d) Lotteries & Gaming Licence?	
	(e) Wedding Licence?	
	(f) Other ? (please give details)	
Do you have or need a D.P.S licence?		

8 Security & Statutory Compliance

Are there burglar and/or fire alarms fitted?	Yes	No	
Do you have CCTV fitted?			
Has expert crime prevention or other advice been obtained in connection with the security of the Centre?	Yes	No	
If so, please describe:			
Is the Centre regularly inspected by the Fire, Health & Safety, Food Safety or any other Authorities?	Yes	No	
Do you 5 * for food and hygiene			

9 Catering & Associated Contracts/Management Arrangements

Do the Brethren dine on the premises?	Yes	No	
If No, what arrangements do they make for dining:			
If Yes, how many dining rooms are there in the Centre:			

What is the capacity of each:
Have these capacities been agreed with the appropriate Authorities, and, if so which?
Please describe the arrangements for managing the following functions (i.e. In house, Franchised, Contracted, etc) where applicable:
Catering:
Bar:

Cleaning:
Maintenance:
Facilities Management:
Other (Describe):
Please describe the cooking/catering facilities in the Centre:

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If dining is provided by catering facilities in the Centre, are the catering/waiting staff employed by the Centre, or are they franchised or otherwise

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Please describe the arrangements with the caterers and where appropriate advise the status of Income Tax, NI and VAT liabilities:

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Do third party contractors carry their own Employers & Public Liability Insurance?

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10 Planned Works

Are any works or improvements planned for the premises?	Yes		No	
If so, please provide details:				

10 Any Other Matters/Comments

Are there any other matters affecting the Masonic Centre, which might be of help to others i.e., maintenance problems, financial issues, etc?

11 Uniform Business Rates

Does the Masonic Centre pay Uniform Business Rates (UBR)?	Yes		No	
If No, can you please give details of on which grounds the building is exempt from UBR?				

12 Other Sources of Income/Funding

What other sources of income or funding does the Centre have?
<ul style="list-style-type: none">Income from property (rents received, car parking charges, solar panels, communication masts, etc)

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- Other Income (external catering events, room hire, function hall, franchise fees, etc)

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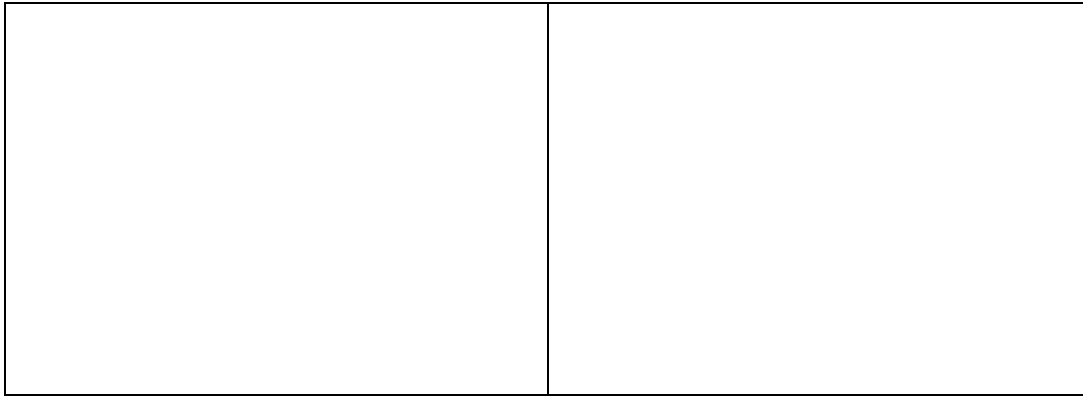
Do you have, WiFi , Facebook, twitter? ect?

Signed:			
Print Name:			
Rank:			
Position:			
Address:			
Telephone No:		Email:	

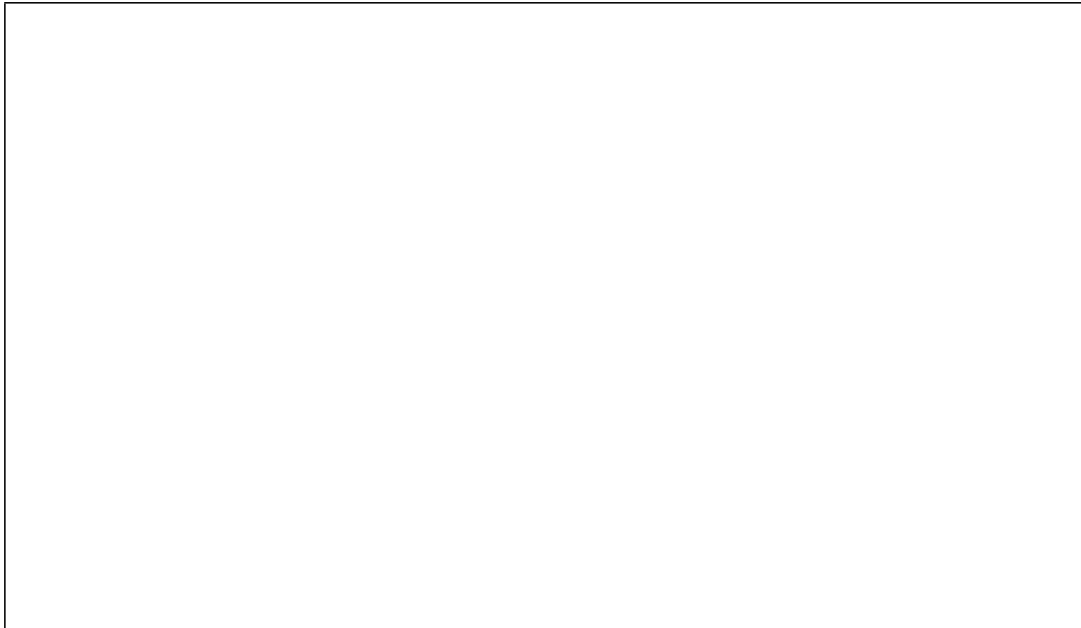
**Please could all completed form be sent to:-
John Hutton 2 Felsted, Markland Hill, Bolton. BL1 5EY
ASAP**

- i) External and Internal Photographs

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ii) Google Style Location Map



iii) Internal Floor Plans (note these should be readily available as part of the fire strategy documentation)