

Masonic Centre Overview

All information to be held in strictest confidence.

Masonic Centre:

Date of Review: Next Review Due:

Guidance Note

The report below is the view of the ProvGSuptWks based upon the attached review, a site visit conducted on [date] and reports received from AreaSuptWks, Centre Management (if other please identify) where received additional reports attached.

The report should address, but not be limited to:

1. **Property.** State of repair, Atmosphere: General feel good factor, Interior décor, cleanliness etc
2. **Use of Centre.** Is it being effectively and efficiently used, does it have spare capacity, what is its suitability for external use?
3. & 4. **Ownership & Management of the Centre.** Is there an effective management structure in place? Are they aware of current requirements? Are there any undue influencing factors?
5. **Finance.** Is due consideration being given to 5 year plans, budgets, and proper asset management and fully inclusive business plans?

Space for Report

Conclusion

In your opinion should the Centre be categorised: **GREEN**
AMBER
RED

Recommendations for further Action with timeframes

Note proposed future review periods:

- GREEN** 5 Years
- AMBER** 2/3 Years dependent on satisfaction of recommendations
- RED** As dictated by response to recommendations & level of Provincial involvement

Date:

Next Update/Review Date:

Masonic Centre Review & Information Register

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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	Bourne Masonic Centre
Street	1/2 Roman Bank
Town	Bourne
County	Lincs
Post Code	PE10 9LKQ

Contact Details	
Responsible Individual	Ian Bratley
Contact N ^o	07715238026
Email	ian@ibratley.co.uk
Tel N ^o Centre	None

Temples/Lodge Rooms N ^o	
Size m ²	101
Dimensions (A x B)	8.6 x 11.7
Max Capacity N ^{os}	120

Dining Rooms N ^o	
Size m ²	156
Dimensions (A x B)	11.9 x 13.1
Max Capacity N ^{os}	120

Committee Rooms N ^o	
Size m ²	16
Dimensions (A x B)	4.3 x 3.7
Max Capacity N ^{os}	14

Rehearsal Rooms	
Size m ²	None
Dimensions (A x B)	

Max Capacity N ^{os}	
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Lounge/Bar Area N^o	
Size m ²	47
Dimensions (A x B)	7.8 x 6.0
Max Capacity N ^{os}	30

Other Rooms N^o (if applicable)	Ante Room
Size m ²	26
Dimensions (A x B)	4.3 x 6.0
Max Capacity N ^{os}	24

Toilet Facilities N^{os}	
Gents	4 urinals 1 WC
Ladies	2 W/C + 1 Disabled W/C
Disabled	

1A Property Accessibility

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

Does the centre have a defibrillator? (attached to outside wall)	Yes	
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Is a steward/caretaker employed?		No
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?	Yes
N ^o Spaces	12 Front, 28 rear plus street parking
N ^o Disabled Spaces	None specific
Off Site: (Please describe whether on street, local car park, whether free or pay and approximate distance.)	

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

1B Investment & Associated Property

Is the Centre, directly or indirectly, involved in the ownership and/or management of any Investment or Associated Property? Please give a brief description of relationship, type (Residential/Commercial, details of leases 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 ^o 1232, 9060 (2)	N ^o Regular Meetings 16		
Chapters N ^o 1232 (1)	N ^o Regular Meetings 4		
RAM Lodges N ^o	N ^o Regular Meetings		
Other Orders N ^o OSM, OPS, Athlestone, KT (4)	N ^o Regular Meetings 13		
Mark Lodges N ^o	N ^o 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)			
Bridge Club (Tues and Thurs Evenings) Line Dancing Classes (approx 35hrs per week)			
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:			
Hereward Lodge			
Is it a company limited by Shares* or Guarantee*?			
No			
Names of its shareholders or guarantors:			
All members of Hereward Lodge			
Please send a copy of its Memorandum and Articles of Association and, if possible, its last Annual Return to Companies' House.			
Names of its Directors and Secretary:			
No Return To Companies House			
If a Trust? No			
Please give the names of its trustees and on behalf of whom do they hold it in Trust?			
Stewart Rodgers Peter Dolby Ian Delaine Smith			
Can you confirm all Trustee appointments are up-to-date?	Yes		No
Please supply a copy of its Trust Deed and other relevant documents.			
Other: Please provide details:			
For how long has the Centre been owned in this way?	1930		

Is the Title to the Centre?	Freehold	Leasehold	
Is the Centre Listed or in a Conservation Area?	Yes	No	
If Yes, please give details:			
Where are the Property Deeds held?			
Double and Megson, Solicitors Bourne			
Are the titles?	Registered	Unregistered	

4 Management Structure

Please provide a simple wire diagram of the Ownership & Management structure clearly identifying individuals and sub-committees with responsibility for specific functions and facility management.
<p>Hereward Lodge...</p> <p>3 Trustees.....</p> <p>Bourne Freemasons Club.....</p> <p>5 Members from Hereward Lodge and 5 Members Lodge of Aveland</p>
How is the Centre managed on a day to day basis?
Bourne Freemasons Club committee

5 Finance

Is the property unencumbered?	Yes		No	
Is there a loan or mortgage?	Yes		No	
If Yes, please provide details:				
N/A				
Do the Annual Accounts accurately reflect long term debts, loans or similar and, if so, how is it to be repaid and is that repayment secured (e.g. by mortgage or charge) on the property?				
N/A				
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?				
Capitation fees from 2 Lodges, Hiring Fees from 4 side orders Hiring Fees from Hereward Chapter Hiring Fees Social groups Bar Profit,				
Please provide details of charges i.e. per meeting/per member per meeting £				
Capitation fee approx £22 per member Hiring fees- from £20 -£ 25 per hour				
Is there a sinking fund or similar account maintained to provide for periodic and capital expenditure?	Yes		No	
If so, how is it funded?				
Held by BFC in their accounts				
Address specific matters raised in Appendix C.				

6 Insurance

Is the Centre fully insured in respect of:	(a) Buildings?	Yes
	(b) Contents?	Yes
	(c) Employer's Liability?	Yes
	(d) Public Liability?	Yes
	(e) Directors/Trustees Liability?	Yes
	(f) Any Other Liability Cover? (please give details)	

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?	Yes
	(b) Premises Licence?	Yes
	(c) Music (PRS)?	Yes
	(d) Lotteries & Gaming Licence?	Yes
	(e) Wedding Licence?	No
	(f) Other ? (please give details)	No
In whose name(s) are they held:		
Hereward Lodge		
Are there any outstanding issues in regard to the licences?		
No		

8 Security & Statutory Compliance

Are there burglar and/or fire alarms fitted?	Yes		No	
If so, please describe (without compromising the security of the Centre):				
Has expert crime prevention or other advice been obtained in connection with the security of the Centre?	Yes		No	
If so, please describe:				
Has the Centre been inspected by the Fire, Health & Safety, Food Safety or any other Authorities?	Yes		No	
If so, state which Authorities, when the last inspections took place and what was the outcome in each case:				
SKDC Catering – 5 Star rating Fire Safety audit feb2023 - Safety Audit Dec 2022 - Fire Extinguishers – annual inspection (issues raised in both audits, being currently dealt with by BFC				

Please give details of any conditions or requirements of any Authorities which have not been or are not being complied with at the centre:			
N/A			
Have there been any Security/Compliance/Insurance related matters within the last five years?	Yes		No
If so, please describe:			
Accident (Slip and Fall) of a member from evening dance class Dec2022. Our Insurance dealt with claim			

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:			
One			
What is the capacity of each:			
120 Max			
Have these capacities been agreed with the appropriate Authorities, and, if so which?			
Yes - South Kesteven District Council			
Please describe the arrangements for managing the following functions (i.e. In house, Franchised, Contracted, etc) where applicable:			
Catering: Contracted Caterer. By George Catering, Pinchbeck, Spalding			
Formal Tender process			
Bar: Volunteers of Bourne Freemasons Club			

Cleaning:
Contracted
Maintenance:
As Required, Bourne Freemasons Club
Facilities Management:
As Required, Bourne Freemasons Club
Other (Describe):
N/A
Please describe the cooking/catering facilities in the Centre:
Fully operational modern 5 Star rated Kitchen
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 contracted?
Supplied by caterer
Please describe the arrangements with the caterers and where appropriate advise the status of Income Tax, NI and VAT liabilities:
Responsibility of Caterer
Do third party contractors carry their own Employers & Public Liability Insurance?
Yes

10 Planned Works

Are any works or improvements planned for the premises?	Yes		<u>No</u>	
If so, please provide details: Bar area to be updated - decoration and fabric				

11 Any Other Matters/Comments

Are there any other matters affecting the Masonic Centre, i.e., maintenance problems, financial issues, etc? No

12 Uniform Business Rates

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

13 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)
NONE

<ul style="list-style-type: none"> ▪ Other Income (external catering events, room hire, function hall, franchise fees, etc)
Some individual Masonic related gatherings e.g. Wake's

Signed:			
Print Name:	Ian Bratley		
Rank:	PProv JGD		
Position:	Chair BFC		
Address:	16 Harvey Close, Bourne, Lincs PE10 9QJ		
Telephone No:	07759238026	Email:	ian@ibratley.co.uk

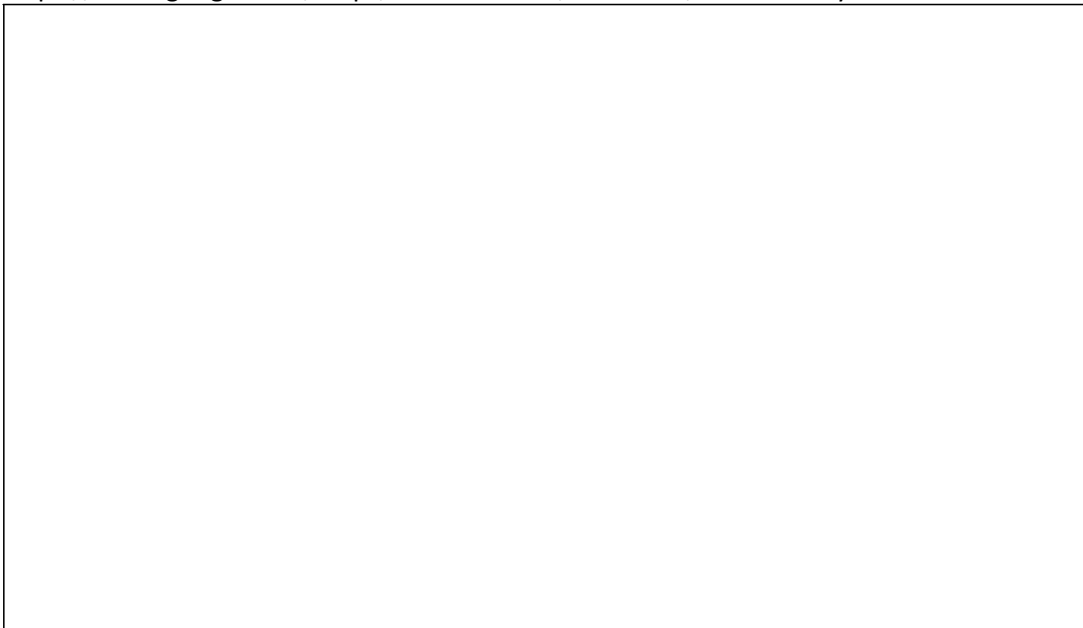
Centre Location Information (either embed in document or attach)

i) External and Internal Photographs

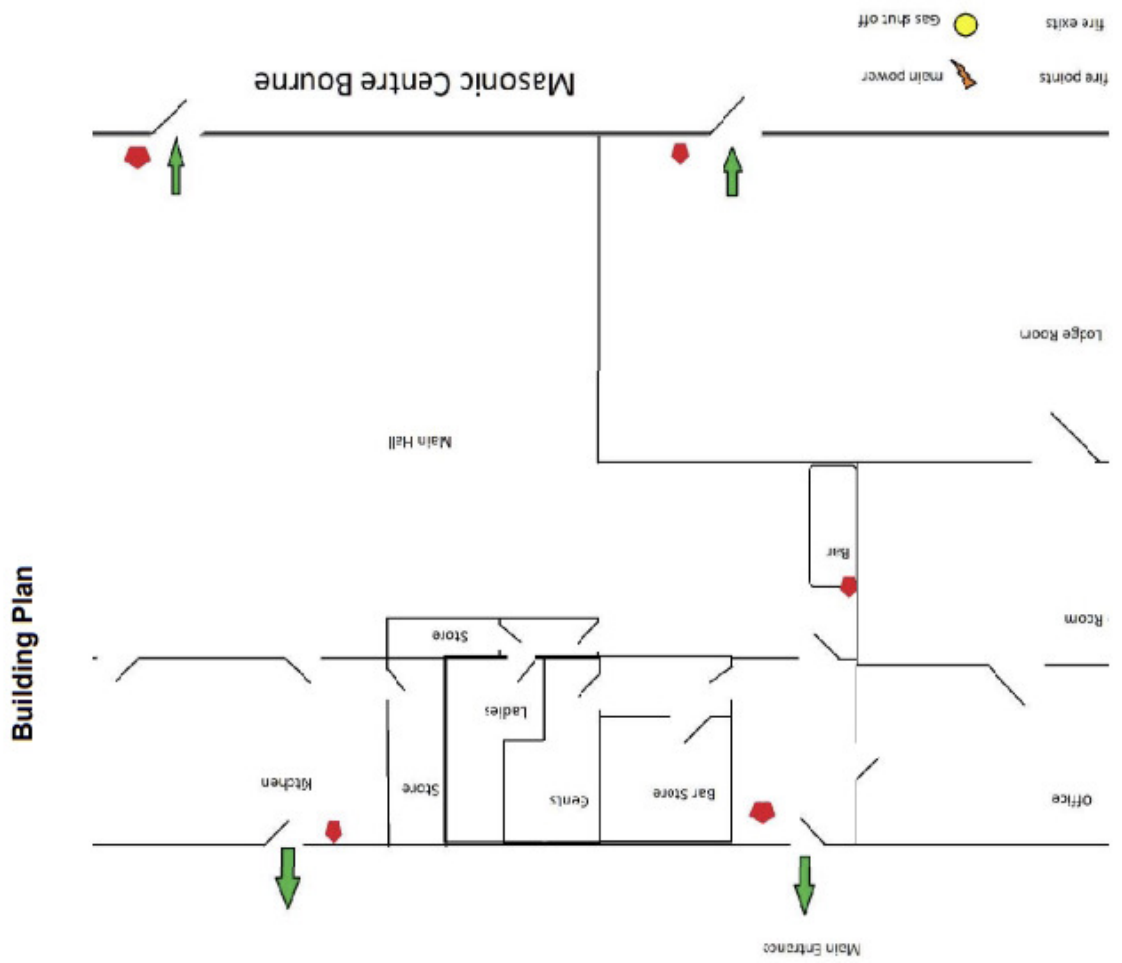
http://bournefreemasonsclub.co.uk/	http://bournefreemasonsclub.co.uk/hirings.html

ii) Google Style Location Map

<https://www.google.com/maps/@52.7613674,-0.365984,18.08z?entry=ttu>



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



Centre Masonic Dates

Schedule of Meeting Dates (to be detailed)

CRAFT		
Lodge Name	Nr	4th Wed J, F,M,A,S,O,N
Hereward	1232	3 rd Fri J F M A, S O N D
Lodge of Aveland	9060	2 nd Wed J F M A M O N D
ROYAL ARCH		
Hereward	1232	1 st Wed F Ap J N
OTHER ORDERS (Details)		
OSM	289	4 th Fri M, M, 1 st Fri N
OPS		3 rd Tues J, 2 nd Tues A, Last Fri Aug
Athlestan	113	1 st Mon Jan, 4 th Mon June Last Fri Nov
KT Aslackby Preceptory	No 718	1st Wed Mar,Sep,Oct, 3rd Wed Jun