

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 5th JANUARY 2010**

This meeting was rescheduled due to the bad weather and took place on Tuesday 12th January 2010

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr R Kipps (ex officio)

Members: - * Cllr Eve
* Cllr Liley
* Cllr K Morris
Cllr Mrs Mytom-Hart
Cllr Mrs L Smith
* Cllr Mrs S Stibbs
* Cllr Mrs Worrall (ex officio)

Also in attendance: Mr S Manson - Surveyor
Major Philpot – Royal British Legion
* Mrs Y Merritt – Treasurer
Mrs M Putman - Secretary

*Denotes member present

Also in attendance Cllr Green and Cllr Mrs Jarrett

PART I RECOMMENDATIONS

1. BUDGET STRATEGY 2010/11

Cllr Mrs Worrall stated that it was important to get a cost effective budget but that it was important to get it right. The Clerk confirmed that currently with an increase in the fees and charges there was still a shortfall of nearly £3500. This committee had no reserves and therefore to reduce the deficit difficult decisions would have to be made. The Clerk stated that members should consider ways to increase the revenue by marketing the halls especially the Hollybush and Bullsland halls which had capacity. She also stated that there were a lot of grant funding available for charities and that this should be explored as another way of paying for works required etc.

She advised that there were three alternatives, firstly to cut services from the revenue budget, secondly to ask for an increase in the grant received from the Parish Council (bearing in mind this would have an impact on the P&R budget for the Council) or thirdly to ask the council to reduce the capital budget set aside for the repairs and renewals within the hall.

The Clerk also advised that with such a tight budget there was a potential for the bank account to go into the red, due to cash flow. This would not be advised to the council until the statement was received from the bank early in the following month. The Clerk requested that the committee authorise internet banking to allow sight of the current account on line.

Members also considered the possibility of a float account where money could be transferred if cash flow resulted in a negative balance.

Members discussed the suggestion of putting up the fees and charges and considered the introduction of a fuel surcharge, however after careful consideration it was agreed that this would be too onerous to administer.

The Committee

RESOLVED

To authorise the use of internet banking to check balances online.

To increase the fees and charges by 1.5% as detailed in the report

This was proposed by Cllr Mrs Worrall, seconded by Cllr Eve and unanimously agreed.

Cllr Worrall was concerned that as works were required on the hall in the forthcoming year that she felt the budget should remain as it was and the Committee should try to obtain grant funding from else where. The Clerk confirmed that the hall painting scheduled for 2010 could be carried out within the £5,000 currently allocated for capital projects and that the estimated cost of cleaning the curtains would be £520 this money could be taken out of the revenue hall maintenance budget, but this still left the £3500 shortfall in the revenue budget.

Cllr Eve felt that there was insufficient detail within the report for Members to consider the budget he felt that the report should have a list of things we would like to do and to see if these things could be cut. The Clerk explained that the revenue budget was the day to day expenditure and all the detail was listed within the report. Because of prudent budgeting in the past there was effectively no fat in the budget from which money could be cut. The only saving could potentially be a cut from the capital budget but this would have to be agreed by Full Council.

Cllr Eve therefore proposed that the capital budget for allocated repairs and renewals set aside for painting the hall is reduced by £2500 and that the painting be postponed to the following year. He also proposed a cut in the minor repairs budget of £260 for half the cost of the cleaning of the curtains. Cllr Morris seconded the proposal.

The Clerk explained that this would mean that the Council would increase its revenue grant and decrease its capital grant to the Charity. This proposal would still leave a deficit of £690

The Committee

RESOLVED TO RECOMMEND

That the capital budget be reduced by £2500 and reallocated to the revenue budget as part of the grant paid to the charity by the Parish Council.

That this recommendation is agreed the painting of the hall will be deferred until 2011.

This was proposed by Cllr Eve, seconded by Cllr Morris and unanimously agreed.

PART 2 MINUTES

09/27 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Mytom-Hart, Cllr Mrs Smith, and Major Philpot

09/28 DECLARATION OF INTEREST

There were no declarations of interest

09/29 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 24th November be presented at the Full Council meeting to be held on 2nd February 2010.

09/30 MATTERS ARISING

There were no matters arising.

09/31 SECRETARY'S REPORT

A request had been received from the Chorleywood Bowls Club to ask for a credit on the days that they were unable to attend their sessions at the War Memorial Hall due to the bad weather. The Clerk confirmed that the cancellations had taken place prior to the caretaker attending therefore there had been no cost to the council.

The Committee
RESOLVED

That a credit be given for the three bookings as a gesture of good will. This would not however set a precedent and the Committee stated that any further requests would need to be determined by the Committee.

This was proposed by Cllr Eve, seconded by Cllr Morris and unanimously approved.

09/32 TREASURER'S REPORT

The Committee
RESOLVED
To note the report

09/33 BUDGET STRATEGY 2010/11

See Recommendation 1.

09/34 CHRISTMAS PANTOMIME

This item was discussed in confidence as the report contained personal details and financial information which was not in the public interest to publish however the minutes of the discussion are in the public interest and therefore are published in part one of the report.

Members considered the detail within the letter received together with the financial breakdown from the Secretary and agreed a reduction could be made in the fees charged. It was noted however that at the time of the decision the details of hire had not been supplied by the hirer.

The Committee
RESOLVED

To reduce the cost of hire of the War Memorial Hall to £2500 for the Christmas Pantomime.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Morris and unanimously approved.

09/35 CLOSE

The meeting having commenced at 7.30pm, closed at 8.22pm

The Committee Chairman has agreed these minutes.

Signed **Date**

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed **Date**