

CHORLEYWOOD PARISH COUNCIL

**CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY, 2014**

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

AMPLIFIER

A new amplifier was purchased for the War Memorial Hall as the old one had blown one of the fans. This was at a cost of £89.00

For Information

BORDER CURTAINS

3 x border curtains have been ordered at a cost of £112.00 each plus VAT
4 x CCT Minuette barn doors have been ordered at a cost of £28.00 each plus VAT

The curtains and barn doors have now been installed courtesy of Chorleywood Amateur Dramatics Society.

For Information

NAPPY BIN

A nappy bin has been ordered with PHS to be placed in the disabled toilet in the War Memorial Hall with collection of nappies monthly for 3 years. This will be at a cost of £304.00. The Parish Council were over charged for the number of hand driers. The Committee will be refunded £1,000 credit.

For Information

The terminal for WiFi has been fitted but we are awaiting BT to connect this to the main frame.

For Information

REFURBISHMENT WORKS

As part of the ongoing maintenance work the electrician has replaced one of the 6ft light tubes by the stage.

We are still awaiting the final invoice from the contractors but have called them back on a few minor issues.

- Small leak in the new store room.
- Ladies toilet door needs adjusting
- New door handle on the main hall doorway.

Other maintenance works that are required are:-

- The Rangers have been asked to cut back the Elder to the side door and collect the fallen leaves.
- They have also been asked to clear the side of leaves and debris to avoid damp on the brickwork over the winter months
- There was a report of woodworm on the War Memorial; however upon inspection it appears to be drawing pin marks accumulated over the years. This will be inspected again in the summer.
- A Contactor will be called out to clear the gutters.

TABLE TOP SALE

It has been agreed that the first table top sale 18th January and these will take place on the third Sunday of each month until Easter. Publicity for the event will be put in Chorleywood Matters, and a main campaign will start in the New Year.

BULLSLAND HALL

An engineer was called out to fix the oven door which would not close at a cost of £

For Information

The terminal for WiFi has been fitted but we are awaiting BT to connect this to the main frame.

For Information.

HOLLYBUSH

The Rangers have cut back the hedge by the Hollybush Hall.

For Information

Chorleywood Village Halls

Financial Budget Comparison

Comparison between 01/04/14 and 11/11/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/15	Actual Net	Balance
Chorleywood Village Halls				
Income				
30	WMH Lettings	£30,360.00	£18,896.32	-£11,463.68
31	Bullsland Lettings	£9,700.00	£7,319.24	-£2,380.76
32	Hollybush Lettings	£2,200.00	£593.50	-£1,606.50
33	Other	£0.00	£855.27	£855.27
34	Grants	£20,000.00	£20,000.00	£0.00
35	Bank Interest Current Account	£25.00	£22.97	-£2.03
36	Parish Events	£800.00	£45.00	-£755.00
Total Income		£63,085.00	£47,732.30	-£15,352.70
Expenditure				
300	Salaries	£26,000.00	£13,596.92	£12,403.08
301	Income Tax & NI	£6,120.00	£3,305.03	£2,814.97
302	Superannuation	£8,250.00	£5,253.84	£2,996.16
303	Travelling Expenses	£775.00	£388.33	£386.67
304	Rates	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£2,289.82	£4,080.18
306	Bullsland Services	£1,450.00	£454.63	£995.37
307	Hollybush Services	£520.00	£303.54	£216.46
308	Audit	£360.00	£184.50	£175.50
309	Consumables	£930.00	£255.11	£674.89
311	Hall Cleaning	£720.00	£307.80	£412.20
312	Hall Maintenance	£4,000.00	£1,170.20	£2,829.80
313	Hand Drier & Sanitary Rental	£1,520.00	£1,611.89	-£91.89
314	Insurance	£2,075.00	£1,481.64	£593.36
315	Licences	£1,460.00	£902.20	£557.80
316	Minor Improvements	£1,000.00	£793.51	£206.49
317	Miscellaneous	£200.00	£240.80	-£40.80
318	Post & Stationery	£400.00	£66.63	£333.37
319	Trade Refuse	£1,470.00	£1,191.10	£278.90
320	Affiliation Fee CDA	£35.00	£30.00	£5.00
321	Annual Safety Inspection	£115.00	£0.00	£115.00
322	Bank Charges	£50.00	£12.00	£38.00
323	Computer Services	£1,300.00	£1,297.50	£2.50
324	Health & Safety	£500.00	£33.72	£466.28
325	Parish Events	£50.00	£0.00	£50.00
326	Refunds of Hall Hire	£0.00	£0.00	£0.00
Total Expenditure		£65,670.00	£35,170.71	£30,499.29

Date: TUESDAY 18th NOVEMBER 2014

Subject: REVISED BUDGET

Committee Member:

Officer Contributors Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for Chorleywood Village Halls for 2014/15

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The revised budget shows a net increase in income over expenditure of £600.00

5.2 This does not however take into account any income derived from the Table Top Sales planned for the New Year.

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

- WMH Lettings increased by £1640.00
- Bullsland Lettings increased by £2800.00
- Hollybush Lettings decreased by £1200.000
- Expenditure
 - Superannuation is increased by £750 due to changes in the way that superannuation is calculated.

7.3 This creates a conservative estimated net gain of £600 for the year.

Chorleywood Village Halls

Revised Financial Budget Comparison

Comparison between 01/04/14 and 11/11/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

	2014/15	Rev 2014/2015	Actual Net	Balance	
Chorleywood Village Halls					
Income					
30	WMH Lettings	£30,360.00	£32,000.00	£18,896.32	-£13,103.68
31	Bullsland Lettings	£9,700.00	£12,500.00	£7,319.24	-£5,180.76
32	Hollybush Lettings	£2,200.00	£1,000.00	£593.50	-£406.50
33	Other	£0.00	£0.00	£855.27	£855.27
34	Grants	£20,000.00	£20,000.00	£20,000.00	£0.00
35	Bank Interest Current Account	£25.00	£35.00	£22.97	-£12.03
36	Parish Events	£800.00	£800.00	£45.00	-£755.00
Total Income	£63,085.00	£66,335.00	£47,732.30	-£18,602.70	
Expenditure					
300	Salaries	£26,000.00	£26,000.00	£13,596.92	£12,403.08
301	Income Tax & NI	£6,120.00	£6,120.00	£3,305.03	£2,814.97
302	Superannuation	£8,250.00	£9,000.00	£5,253.84	£3,746.16
303	Travelling Expenses	£775.00	£775.00	£388.33	£386.67
304	Rates	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£6,370.00	£2,289.82	£4,080.18
306	Bullsland Services	£1,450.00	£1,450.00	£454.63	£995.37
307	Hollybush Services	£520.00	£520.00	£303.54	£216.46
308	Audit	£360.00	£360.00	£184.50	£175.50
309	Consumables	£930.00	£930.00	£255.11	£674.89
311	Hall Cleaning	£720.00	£720.00	£307.80	£412.20
312	Hall Maintenance	£4,000.00	£4,000.00	£1,170.20	£2,829.80
313	Hand Drier & Sanitary Rental	£1,520.00	£1,620.00	£1,611.89	£8.11
314	Insurance	£2,075.00	£1,500.00	£1,481.64	£18.36
315	Licences	£1,460.00	£1,460.00	£902.20	£557.80
316	Minor Improvements	£1,000.00	£1,000.00	£793.51	£206.49
317	Miscellaneous	£200.00	£260.00	£240.80	£19.20
318	Post & Stationery	£400.00	£400.00	£66.63	£333.37
319	Trade Refuse	£1,470.00	£1,200.00	£1,191.10	£8.90
320	Affiliation Fee CDA	£35.00	£35.00	£30.00	£5.00
321	Annual Safety Inspection	£115.00	£115.00	£0.00	£115.00
322	Bank Charges	£50.00	£50.00	£12.00	£38.00
323	Computer Services	£1,300.00	£1,300.00	£1,297.50	£2.50
324	Health & Safety	£500.00	£500.00	£33.72	£466.28
325	Parish Events	£50.00	£50.00	£0.00	£50.00
326	Refunds of Hall Hire	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£65,670.00	£65,735.00	£35,170.71	£30,564.29	

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS TRUST

Agenda Item 8.

Date: 18th NOVEMBER 2014

Subject: PROPOSED FEES AND CHARGES

Committee Member:

Officer Contributors: Treasurer and Secretary

Status (public or exempt): Public

Wards affected: All

Enclosures: Hall fees comparison sheet

Contact for further information: Clerk,

1.RECOMMENDATIONS

1.1 That the Committee agree the fees and charges for all three halls for the 2015/16 municipal year.

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy and Resources resolved at their meeting dated 23/9/14

14/21 BUDGET STRATEGY 2015/16

Members discussed the report and
The Committee

RESOLVED

To advise all spending committees to look at an inflationary increase of 2% on the budgets for 2015/16 for income and expenditure this will be reported back to this committee.

Spending Committees are also asked to consider any capital items for consideration

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

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

4. RISK MANAGEMENT ISSUES

4.1 The current deficit in the budget will need to be addressed and an increase in fees and charges should carefully be considered to allow for growth but not to lose hirers due to high fees.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 By keeping the rates the same it is likely that the deficit balance on the halls will increase.

6. LEGAL ISSUES

Nil

7. BACKGROUND INFORMATION

Current Fees and Charges - War Memorial Hall (rounded to the nearest 5p)

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	£	£	£
Function Rate	23.70	28.35	31.25
Group Rate	17.00	22.70	25.75
Classes	18.75	24.40	29.00
Commercial	41.20	43.30	46.50
Concerts/Filming, bank Holidays, Amateur Dramatics, Weddings	Price on application	Price on application	Price on application

Proposed Fees and Charges for 2015/2016 - From 1st April, 2015

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	£	£	£
Function Rate	24.20	28.90	31.85
Group Rate	17.35	23.15	26.30
Classes	19.15	24.90	29.60
Commercial	42.00	44.15	47.45
Concerts/Filming, bank Holidays, Amateur Dramatics, Weddings	Price on application	Price on application	Price on application

Alcohol Licence - £25.00

Current Fees and Charges for 2014/2015 - Bullsland Hall

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	2013	2013	2013
Rate	£14.15	£17.00	£19.60

Proposed Fees and Charges for 2015/2016 - From 1st April, 2015

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	2013	2013	2013
Rate	£14.45	£17.35	£20.00

WRVS

Current Basis Rate = £8.25 per hour - Revised rate - £8.45 per hour
Lunch Club Rate = £10.30 per hour Revised rate - £10.50 per hour

HOLLYBUSH HALL

Current Hire Charge - £13.50 per hour Revised Hire Charge £13.80

Comparisons to other local halls will be circulated at the meeting.

Date: TUESDAY 18TH NOVEMBER 2014

Subject: CAPITAL AND REVENUE BUDGET 2015-16

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget,

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee agree the draft budget for 2015 – 2016

2. RELEVANT PREVIOUS DECISIONS

2.1 The P&R Committee made the following recommendation.

14/21 BUDGET STRATEGY 2015/16

Members discussed the report and

The Committee

RESOLVED

To advise all spending committees to look at an inflationary increase of 2% on the budgets for 2015/16 for income and expenditure this will be reported back to this committee.

Spending Committees are also asked to consider any capital items for consideration

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

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

4.1 Nil

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Income has been increased by 2%

5.2 There may be increased salary implications with regard to any new staff employed in the caretakers roll.

6. LEGAL ISSUES

6.1 Nil

7 BACKGROUND INFORMATION

7.1 The draft budget assumes that the Committee have agreed the draft fees and charges.

7.2 Income from the War Memorial Hall has increased this year.

7.3 Salaries have been increased by the 2.2% increase proposed by the JNC.

7.4 Expenditure on Salaries, has not taken into account any future changes to the vacancy arising from the changes to the caretaker arrangements.

7.5 There could be significant increases in the superannuation should a new caretaker be employed under pensionable age.

7.6 All other items have been increased by 2% or in fact stayed the same.

7.7 The grant from the Parish Council has been cut by £2000.00

7.8 The current deficit in the revenue budget is therefore £1,585, however following the proposed refurbishment of the hall, an additional area will be available for hire which will increase income.

7.9 Capital figures will be made available at the next meeting following the tender process for phase 2 of the refurbishment of the War Memorial Hall.

Chorleywood Village Halls Draft 2015 ~ 16 Financial Budget Comparison

Comparison between 01/04/14 and 11/11/14 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

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Chorleywood Village Halls						
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32	Hollybush Lettings	£2,200.00	£1,000.00	£593.50	-£406.50	£1,000.00
33	Other	£0.00	£0.00	£855.27	£855.27	£0.00
34	Grants	£20,000.00	£20,000.00	£20,000.00	£0.00	£18,000.00
35	Bank Interest Current Account	£25.00	£35.00	£22.97	-£12.03	£35.00
36	Parish Events	£800.00	£800.00	£45.00	-£755.00	£800.00
	Total Income	£63,085.00	£66,335.00	£47,732.30	-£18,602.70	£65,085.00
Expenditure						
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301	Income Tax & NI	£6,120.00	£6,120.00	£3,305.03	£2,814.97	£6,255.00
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303	Travelling Expenses	£775.00	£775.00	£388.33	£386.67	£800.00
304	Rates	£0.00	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£6,370.00	£2,289.82	£4,080.18	£6,500.00
306	Bullsland Services	£1,450.00	£1,450.00	£454.63	£995.37	£1,600.00
307	Hollybush Services	£520.00	£520.00	£303.54	£216.46	£530.00
308	Audit	£360.00	£360.00	£184.50	£175.50	£370.00
309	Consumables	£930.00	£930.00	£255.11	£674.89	£950.00
311	Hall Cleaning	£720.00	£720.00	£307.80	£412.20	£735.00
312	Hall Maintenance	£4,000.00	£4,000.00	£1,170.20	£2,829.80	£4,000.00
313	Hand Drier & Sanitary Rental	£1,520.00	£1,620.00	£1,611.89	£8.11	£1,200.00
314	Insurance	£2,075.00	£1,500.00	£1,481.64	£18.36	£1,550.00
315	Licences	£1,460.00	£1,460.00	£902.20	£557.80	£1,500.00
316	Minor Improvements	£1,000.00	£1,000.00	£793.51	£206.49	£1,000.00
317	Miscellaneous	£200.00	£260.00	£240.80	£19.20	£200.00
318	Post & Stationery	£400.00	£400.00	£66.63	£333.37	£400.00
319	Trade Refuse	£1,470.00	£1,200.00	£1,191.10	£8.90	£1,225.00
320	Affiliation Fee CDA	£35.00	£35.00	£30.00	£5.00	£35.00
321	Annual Safety Inspection	£115.00	£115.00	£0.00	£115.00	£120.00
322	Bank Charges	£50.00	£50.00	£12.00	£38.00	£50.00
323	Computer Services	£1,300.00	£1,300.00	£1,297.50	£2.50	£1,325.00
324	Health & Safety	£500.00	£500.00	£33.72	£466.28	£500.00
325	Parish Events	£50.00	£50.00	£0.00	£50.00	£50.00
326	Refunds of Hall Hire	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Expenditure	£65,670.00	£65,735.00	£35,170.71	£30,564.29	£66,670.00

New Additional Mandatory Licensing Conditions

As a result of The Licensing Act (Mandatory Conditions) Order 2014 and The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014, as from 28th May 2014 and 1st October 2014 new additional mandatory conditions now apply to all premises including clubs. These conditions replace the additional mandatory conditions introduced by the Policing and Crime Act 2009 and are listed below:

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

- 2 (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

- 4.(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
 - (b) an ultraviolet feature.

5. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
 - (i) beer or cider: ½ pint;
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
 - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.”