
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 20th JANUARY 2015**

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr Rodney Kipps

Members: - *Cllr John Copley
Cllr Harry Davies
*Cllr Tony Edwards (ex officio)
Cllr Raj Khiroya
*Cllr Ken Morris
* Cllr Alison Preedy
*Cllr Steve Watkins (ex officio)
*Cllr Jenny Wood

Also in attendance: * Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

*Denotes members present

RECOMMENDATION:

War Memorial Hall Refurbishment.

Cllr Rodney Kipps advised the Committee that they look at the two quotations for the refurbishment work and make a recommendation to Full Council.

Cllr Ken Morris asked if the specification for both quotes and the schedule of works had been checked.

Mr A Manson the Councils Surveyor advised that there was quite a big difference between the two quotes. Quote A is from a bigger company that has the staff in house and Quote B is from a smaller company that would be sub-contracting the work out. He stated that both quotes were very competitive.

Cllr Alison Preedy asked if either of the companies that had quoted were the same company that had completed the plumbing work in the hall.

The Clerk confirmed that both companies were known to the Council but that one had carried out the earlier work, however for the purpose of making recommendation officers were unable to advise which company it was.

Cllr Jenny Wood was concerned with the difference in time the required to carry out the work. The Clerk advised that obviously if the work started in June there would be more disturbance to hirers affected by the building work.

At the next meeting should the Council approve the recommendation, this Committee will need to discuss the furniture requirements for the new meeting room at the hall.

The Committee

RESOLVED to recommend to Full Council

That tender A is approved for phase two of the War Memorial Hall refurbishment at a cost of £71200.00 including £5,000 contingency (budget £72,000)

That the hall be repainted after the refurbishment works at a cost of £1700 with the money be taken out of the revenue Hall maintenance budget.

This was proposed by Cllr Ken Morris, seconded by Cllr Tony Edwards and unanimously approved.

14/30 APOLOGIES FOR ABSENCE

There were two apologies for absence received. Cllr Harry Davies and Cllr Raj Khiroya.

14/31 DECLARATION OF INTEREST

There were no declarations of interest received.

14/32 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 18th November 2014 were approved as a true and correct record,

14/33 MATTERS ARISING

There were no matters arising.

14/34 SECRETARY'S REPORT

War Memorial Hall

The Secretary confirmed that under the stage where Chorleywood Amateur Dramatics stored their equipment was now tidy and entrance to the space was available.

WiFi

Cllr Steve Watkins asked if the WiFi code would be publicised for hall users. The Clerk advised that we were still awaiting confirmation from British Telecom of the code.

Refurbishment Works.

The Clerk advised that the caretaker would be monitoring the wall and that in the future it may have to be re-pointed.

Table Top Sale

The Clerk thanked all the Councillors for their assistance at the table top sale. Cllrs noted comments from the Admin Officer and agreed that more advertising and publicity was needed for the forthcoming table top sales, including a car boot website, parent mail at the schools,

The Councillors were advised that the next two table top sales would be need to be run by them to keep the staffing costs down. It would be necessary to set up the tables, be present during the event and put away the tables and chairs at the end of the booking. They would also have to ensure that there were sufficient refreshments available for each Sunday. A rota will be set up for all Councillors to commit to a date and time for each sale.

It was agreed that the next two table top sales would be watched and then a decision would be made whether to continue through to May.

The Clerk advised that at the table top sale on Sunday 19th January £340.00 was taken from table bookings, door entrance and refreshments.

NADFAS

The Committee were saddened that the long standing booking for NADFAS would not be continuing after June, 2015. However it was noted that a new booking was expected to take its place.

Chorleywood Horticultural Society.

It was noted with thanks that the booking for the Horticultural Show had moved to allow additional time to renovate the War Memorial Hall.

Demolition of the Guide Hut.

The Clerk advised that the Guiding Association had been presented with a bill of £635.00 to disconnect the electric supply. They also have to apply for Demolition and Conservation Area Consent to have the hut demolished. The Conservation Area Consent will take up to 8 weeks – therefore the demolition is on hold. The asbestos in the roof will be removed on a Saturday and the skip it is placed into will be removed on the same day due to health and safety reasons.

Brownies

The Chenies and Latimer Brownies have asked if they could sleep in the War Memorial Hall on Saturday 7th March when the Children's Literary Festival is taking place. Members agreed that this should be supported and the Chairman and Vice Chairman would attend with supplies for a midnight feast.

The Committee
RESOLVED

To approve the booking for a sleepover for the Brownies as part of the Children's Literary Festival

This was proposed by Cllr Steve Watkins, seconded by Cllr Tony Edwards and unanimously approved.

Charity Event - War Memorial Hall

A letter has been received from a hirer of the War Memorial Hall for a charity event in July. They have requested a Hog Roast to be placed behind the Royal British Legion.

The Committee
RESOLVED

To allow the Hog Roast on the land to the rear of the Royal British Legion Hall

This was proposed by Cllr Steve Watkins, seconded by Cllr Tony Edwards and unanimously approved.

Bullsland Hall and Holly Bush Hall - these were noted.

14/35 TREASURER'S REPORT

The Committee
RESOLVED

To note the report.

14/36 VILLAGE HALL REFURBISHMENT PHASE TWO

See Recommendation.

The Clerk advised that the removal of the tree will be carried out as soon as was practical after the Council's decision and the retaining wall will be worked on during this period.

Mr Manson advised that there may be additional work where the tree is taken out as it was unclear how much damage would be caused by the root ball.

Cllr Steve Watkins asked if the removal of the steps at the side of the hall would allow for further investigation into the gradient down the side of the hall for disabled access to the Hollybush. The Clerk advised that once the steps had been removed then the opportunity to look into the gradient would be possible.

14/37 CARETAKER POSITION AT THE WAR MEMORIAL HALL.

On Tuesday 13th January the Clerk and Cllr Tony Edwards interviewed the two applicants for the caretaker job at the War Memorial Hall.

The Clerk advised the Committee that both applicants were excellent and it was felt that the position would be offered to John Ruth but a position for temporary cover would be offered to Barbara Rogers as and when required.

John Ruth started on Monday 19th January and will be trailing Mike for the next two weeks.

14/38 CLOSE

The meeting having commenced at 8.00 pm, closed at 8.55 pm

Signed **Date**

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

Signed **Date**