
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 26th MAY 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 Jane White (ex officio)
Cllr Jenny Wood

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

In the absence of the Chairman, the Vice Chairman of the Committee, Cllr Alison Preedy took the Chair.

15/01 APOLOGIES FOR ABSENCE

There were three apologies for absence received: Cllr Raj Khiroya, Cllr Rodney Kipps, Cllr Jenny Wood

15/02 DECLARATION OF INTEREST

There were no declarations of interest received.

15/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 17th March 2015 were approved as a true and correct record,

15/04 MATTERS ARISING

Updates were received on the following subjects:-

14/42 **WIFI** - The Secretary stated that the WIFI was still not installed.

14/43 **WMH Toilets** -The toilets had been inspected by the original plumbers who were getting prices to change the flushing mechanism to a more powerful one. However the Secretary reported that at present they were all working well.

14/43 **WMH Wall lights** - The wall lights were discussed and it was decided to change all the units to match the new ones in the extension during the refurbishment works in the summer.

14/43 **Hollybush booking** - Members were advised that the booking for Talkwood Productions did not go ahead.

15/05 SECRETARY'S REPORT

War Memorial Hall

Speakers

Following a request from the U3A, for a new speaker at the hall, Members asked the Secretary to look at the whole sound system with a view of replacing it during the refurbishment in the summer.

Quotations are to be obtained for the next meeting.

Chorleywood Business Association

Members wished to support the Chorleywood Business Association in trying to increase the profile of the Chorleywood as a whole, and wished to be part of this process. It was agreed that the War Memorial Hall would be offered for their inaugural meeting free of charge on a date and time arranged by the Secretary, and that the Chairman of the Council would make a welcoming introduction giving an overview of what the Parish Council did and could do to help. The Chairman would open and close the hall in order to save caretaker costs.

The Committee

RESOLVED

To allow one free booking to the Chorleywood Business Association for their inaugural meeting.

This was proposed Cllr Harry Davies, seconded by Cllr Ken Morris and unanimously approved.

Polish on the floors

The Secretary explained the process and problems relating to the cleaning and polishing of the floors. Members were concerned that the polisher suggested was unlikely to be robust enough and therefore requested that the Secretary contact other Parish and Church halls administrators to find out what process they used on wooden floors.

Refurbishment

The Clerk confirmed that all was in place for the refurbishment to take place. She confirmed that there was a penalty clause for a late finish, but that a budget had been put in place for a 'top hat' scaffolding system to be used to ensure that work could still be undertaken in inclement weather. The Contractors will have exclusive use and therefore could work longer hours if necessary to complete the job in time.

It was agreed that the curtains would be removed, dry cleaned and fire proofed during the refurbishment.

Bullsland Hall

The Committee agreed to the purchase of a baby changing unit for the disabled toilet at the Bullsland Hall and that the signage outside the door would be altered accordingly.

15/06 TREASURER'S REPORT

The Members confirmed that end of year accounts noting a slight increase in income over expenditure.

The Committee

RESOLVED

To approve the End of Year Accounts for 2014/15.

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

15/07 **CLOSE**

The meeting having commenced at 7.30 pm, closed at 8.12 pm

Signed **...Agreed via email.....** **Date****27.05.15.....**

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

Signed **Date**