

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 24th MAY 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Raj Khiroya
Cllr Jill Leeming
*Cllr Ken Morris
*Cllr Alison Preedy
*Cllr Martin Trevett
*Cllr Steve Watkins (ex officio)
*Cllr Jane White (ex officio)
*Cllr Jenny Wood

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

16/01 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jill Leeming

16/02 DECLARATION OF INTEREST

Cllr Rodney Kipps declared an interest in the items relating to the Royal British Legion,

16/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 15th March 2016 were approved as a true and correct record.

16/04 MATTERS ARISING

There were no matters arising

16/05 SECRETARY'S REPORT

War Memorial Hall –

1. The Committee wished to recognise the volunteer work carried out by Mike Field and decided to present him with a gift voucher in recognition of his help.
2. It was noted that Carol Kristian was to retire after the summer term. The Committee agreed to allow the hall booking free of charge and to organise a gift in recognition of the service to the community over the last 30 years.

Common Room

1. It was noted that Moo Music had stopped their booking due to lack of teachers and it was hoped that they may return later in the year.

Bullsland Hall & Hollybush Hall

The Committee
RESOLVED
To Note the report

16/06 TREASURERS REPORT

The Committee
RESOLVED
To note the report

16/07 MONTESSOURI SCHOOL AT THE HOLLYBUSH HALL.

The Secretary advised that the hall had been repainted at a cost of £663.27 and that quotations had been received for a number of other jobs required.

The committee agreed to the cost of £747.00 per bathroom to be refurbished. Additional prices were to be obtained for the fencing and flooring. The Chairman suggested that we contact County Supplies for the flooring.

The rest of the Maintenance programme would be ongoing.

The Clerk advised that a draft Memorandum of Understanding had been forwarded to the Chairman and Cllrs White and Khroya for comments. It was agreed that the amended draft would be emailed back by the weekend in order that it could be sent out to the Leasee.

The committee
RESOLVED
To agree to the renewal of the bathrooms and note the progress.

16/08 FOUR YEAR VISION

Maintenance Refurbishment Programme

Bullsland Hall – It was agreed that prices would be obtained for all the items listed from the Members visit. These would then be considered at the next meeting and would be prioritised.

Members had suggested that signage should be put outside the Bullsland hall, naming the hall. Artwork was shared with the Committee. All agreed that the shape of the signage should be curved with the parish logo on the top, but this should be attached to the building rather than hanging from the roof. The Committee asked the Secretary to obtain a price for this work to supply and fit and for this to be brought back to the next meeting.

In addition, the parking area was discussed. As the hall is now being used more, there appeared to be a parking problem which could in the long term affect local residents. A suggestion from the Caretaker was considered to remove some of the grass to increase

the parking spaces by about five vehicles. It was noted that Planning permission would be required.

The Committee
RESOLVED

That a plan be drawn up for the parking proposal and estimates obtained to see if the suggestion would be feasible.

Discussion took place as to whether the local residents should be consulted prior to any application being made, or to leave it to the Planning process. It was agreed to discuss this further once a plan was in place.

War Memorial Hall - The meeting had taken place for works at the War Memorial Hall. A list of works were attached and the Secretary would prepare a spreadsheet of all the works required and these would be prioritised. The Committee were advised that most of the work could be carried out in house by the Caretaker.

The Clerk advised that she had been in correspondence with the person taking over the Carol Kristian Theatre School. They wanted office space onsite. It had been suggested that use could be made of the Mens Changing Rooms with an independent access through the emergency doors at the side of the building. The Clerk advised that an emergency access would still be required through the room but it may be possible to accommodate the suggestion. She would be meeting with the client in the near future to progress the suggestion.

16/09

WEBSITE

The Committee discussed the corporate image of the Trust, it was agreed that the current logo was out of date and did not reflect all the halls. Advice had been taken regarding marketing. It was suggested that either the committee should stand alone as the Village Halls Trust or go under the banding of the Parish Council. At present it was confusing.

The Committee
RESOLVED

That the Trust would scrap the current logo and go with the corporate image of the Parish Council using the same logo throughout.

Cllr Jenny Wood had looked at the website and put forward suggestions on what should be included. The current focus was on the history of the halls but the main reason people would want to view the pages would be for information about hiring etc. The history was important but should not be the first thing people see.

She suggested that the following should be included

- Photo Gallery – with an emphasises on private function especially weddings and children's parties
- Full address and contact details with a map including walking/driving/public transport directions. Stressing the proximity of the M25 and also to include taxi links
- Parking arrangement
- Plan of the halls to include layout, dimensions including height etc and explain how the WMH and Common Room can be used separately or together.
- Capacity – parties, theatre style
- Free use of tables, chairs, (numbers) crockery and cutlery. (also that we do not have glasses)
- Times for hire and arrangements regarding set up and clearing away

- Details of alcohol licence and cost

Also to be included should be

- Full size sound system
- Large stage and lighting
- Hearing loop
- Free WiFi
- Large commercial kitchen and dishwasher
- Disabled facilities
- Glitter ball

To give examples of the type of hire to include

- Weddings
- Childrens parties
- Youth Activities
- Dance and theatre
- Fairs – craft, Antique, carboot
- Indoor bowls
- Horticultural shows etc

The site should include how to book, terms and conditions and hire fees.

Members were asked to look at other websites to see what they liked and didn't like and forward these comments to the Cllrs on the working group.

The Council had agreed a working party consisting of Cllrs White and Wood, the Admin Officer and Deputy Clerk would hold a meeting with the web designer to look at ways of moving this forward.

16/10 **CLOSE**

The meeting having commenced at 7.30 pm, closed at 8.57pm

Signed**Agreed Via Telephone** **Date**14/06/16.....

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

Signed **Date**