
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 26th JULY 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Raj Khuroya
*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

There were two Members of the public present. Agenda Item 9 was taken following approval of the minutes but for order will be minuted in order of the agenda

16/11 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Alison Preedy, Jane White and Jenny Wood

16/12 DECLARATION OF INTEREST

There were no declarations of interest

16/13 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 24th May 2016 were approved as a true and correct record.

16/14 MATTERS ARISING

There were no matters arising

16/15 SECRETARY'S REPORT

War Memorial Hall –

Hanging baskets – it was noted that a pulley device could be purchased which would make the watering of the hanging baskets easier.

Blinds – it was agreed that the Secretary would contact Herts One Stop, to get advice about the style and fixing

Common Room – nothing to report

Bullsland Hall & Hollybush Hall

Fridge Freezer – it was agreed that the Committee would purchase a new fridge freezer for the Bullsland Hall but the RVS would be limited to the amount of space they could use.

Members were shown the new design for the entrance sign for the Bullsland Hall.

The Committee

RESOLVED

That the Secretary purchases a new Fridge Freezer at a cost of £239.00 for the Bullsland Hall.

That the Secretary arrange for the new sign to be erected at the Bullsland Hall at a sum of £390 + VAT including installation.

It was noted that the Secretary had received notification from TRDC with regard to bookings under the Counter Terrorism and Security Act. It was agreed that the letter did not offer any information was not known already, and that the Committee were confident that current procedures and staff experience were more than adequate.

16/16 TREASURERS REPORT

The Committee

RESOLVED

To note the report

16/17 MONTESSOURI SCHOOL AT THE HOLLYBUSH HALL.

The Clerk advised that the Heads of Terms had still not been received from the tenant and therefore there was nothing to report.

16/18 FOUR YEAR VISION

Items within the four year vision had been discussed within the Secretaries Report.

16/19 REQUEST FOR CHANGE OF USE OF THE MENS CHANGING ROOMS FOR OFFICE SPACE FOR CK DANCE SCHOOL

Members received a presentation from the new owners of CK Theatre School, Josh Sills and Lucy Miller.

Members were shown photos of the space being discussed. Cllr Raj Khiroya had investigated the proposal and written the report as detailed below.

The proposal from the tenant is as follows :-

Based on B1 class (office space) properties available to rent in the local area the average annual price ranges from £170-£190m2. The proposed office area at the Memorial Hall is 6.66m2. Therefore taking the mid-point of £180m2 we would like to propose an annual rent of £1,198.80.

Cllr Khiroya subsequently checked office rent in the area and for serviced offices it is £250 per person per month (all in). For normal office space (Class B1) it is between £25 to £30 per sq. ft. which does not include rates or any utilities. The way it normally works- smaller the office higher is the rent.

CKTS wish to rent an area of 6.66 M2 = 71.26 Sq ft (this needs to be measured & verified)
CKTS offer is £1,198.80 per annum = £16.82 per Sq ft (which includes Utilities)

Therefore, it was felt that their offer to rent the office is rather too low. If the Committee work at the lower rate £25 per sq ft and give them an allowance of 10% for the works they have agreed to carry out ($£25 - 10\% = £22.50$) for converting the office it should be –

$£ 22.50 \times 71.26 \text{ sq ft} = £ 1603.35 \text{ per annum.}$

Their current offer is £1200 per annum and using the above calculation would be £1600 per annum, the difference is approx. £400 per annum. As CKTS have been associated with the Parish for a long time the Committee could still compromise and meet them half way. Therefore $£1600 - £200 = £1400$ per annum including electricity, gas & water as we will not be able to separate their usage, but not including rates, insurance, or parking

Other things that the Committee considered were.

- 1) Business Rates – it was agreed that CKTS should apply for separate business rates
- 2) Insurance – the parish council would continue to insure the building but CKTS would be responsible for insuring their activities and contents
- 3) Cleaning charges – CKTS would be responsible for cleaning their area
- 4) Legal cost - each party pay their own
- 5) Parking – there will be no parking facilities available
- 6) Upkeep / Maintenance – CKTS would be responsible for the upkeep and maintenance of their area.
- 7) That prior to relinquishing the lease, CKTS will be responsible at the Landlords request of dismantling the office area.
- 8) That there would be a rent review after 1 year to take into account actual utility usage.
- 9) All staff would need to have DBS checks
- 10) CKTS would have a separate entrance, for which the Parish Council would have keys, but all staff would be responsible for the security of the building.

Members discussed the proposal, and received confirmation that should CADS wish to put on a performance changing facilities would still be available, all be it that the space would be greatly reduced. It was noted however that they had not put on a performance for a number of years. It was confirmed that they are the only users of this space, which otherwise was left unoccupied.

The Committee

RESOLVED

That the Clerk sends out Head of Terms as set out in the above documentation

That the rent be agreed at the sum of £1400 including utility costs which will be reviewed after one year.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Martin Trevett and unanimously agreed

16/10 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.40 pm

Signedagreed via email Date

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

Signed Date