

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 13<sup>th</sup> MARCH 2018**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \* Cllr Rodney Kipps

Members: -

Cllr Carol Kristian  
\*Cllr Stuart Marshall  
\*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

**17/51 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Carol Kristian, Martin Trevett and Jane White

**17/52 DECLARATION OF INTEREST AND DISPENSATION**

There were no declarations of interest

**17/53 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

The minutes of the meeting dated 16<sup>th</sup> January 2018 were approved as a true and correct record.

**17/54 MATTERS ARISING**

There were no matters arising.

**17/55 SECRETARY'S REPORT**

**War Memorial Hall**

The notice board signage outside the War Memorial Hall - Members looked at five different coloured layouts and agreed that layout E, green background with gold writing should be used.

The Committee  
RESOLVED

To order the signage as per discussions, once planning permission is obtained.

This was proposed by Cllr Preedy, seconded by Cllr Marshall and unanimously agreed.

JK Dance - the issue of storing the rig and mats was discussed and decided that storage was not available at the War Memorial Hall.

Payment of invoices by JK Dance was also discussed and the Committee felt that if payment was not received then the hall would not be able to be opened for their use. The Clerk will follow this up with a letter regarding payment of invoices.

The Committee were advised that the thermostat has now been replaced and will be moved to a better location for security reasons.

The Clerk advised the Committee that the Film club came into the office for a meeting.

This was to discuss various items:-

1. Heating - Concern had been raised following the breakdown of the heating system, that there should be a contingency in place. The Clerk explained that this was a very infrequent situation, and the heating had now been fixed.  
It was agreed that the caretaker will check all the electrical equipment prior to the film clubs bookings.
2. The chairs - there are currently approximately 100 padded seats at the hall and 100 un padded chairs. The Film Club were asking if the unpadded chairs could be replaced with padded seats. The Clerk advised that the chairs were nearly 15 years old and there was money in the capital budget to replace the chairs. It was agreed that officers look at suppliers of chairs and the storage systems and report back to a future meeting.
3. Parking at the front of the hall. Cllr Rodney Kipps expressed concern with users parking in the disabled bay at the front of the hall. This area should be kept accessible for emergency vehicles and for the duty of care for hall users. It was agreed that there should be an Insert in the booking form to advise hall users that this area has to be kept clear for emergency vehicles. Signage should be put on the wall opposite the front door and quotation obtained for yellow hatching.

### **BULLSLAND HALL**

The Committee noted the replacement blinds had been installed

### **COMMON ROOM**

The Committee noted the new bookings in the hall.

### **GENERAL**

The replacement Caretaker was discussed. It was agreed that the Clerk look into the roles of the caretakers and cleaners at the halls and speak to HR about an additional post incorporating maintenance, inspection and monitoring of the halls.

### **17/56 TREASURERS REPORT**

The Committee  
RESOLVED  
To note the report

### **17/57 FOUR YEAR VISION**

The Clerk reported that there were two different on line systems to look at, but this would also depend on the Data protecting rules to be implied at the halls before a decision can be made on which system suits the parish best.

**Maintenance Programme** – Prices were being obtained for the works required.

**Website** – There was no new information to report – work is still on-going

Internet at the Bullsland - this will be reviewed when the whole internet and telephone system is looking into for the Parish and War Memorial hall.

**17/58**      **HEALTH AND SAFETY REPORT**

**Hollybush Hall** – On Thursday 8 March the Parish were informed about a drainage problem at the Hollybush hall. The plumber was contacted and on arrival he checked the sewer however as the blockage was in the highway outside Gilliats Green, Thames Water were called out to investigate further. Thames Water came out on Friday late afternoon and as it was the weekend called the job in as finished. Monday morning Thames Water was called out again to fix the problem which the plumber believes was emanating from 3 Gilliats Green.

Calls were made to Thames Water from the Parish Council trying to establish what was being done to fix the problem; unfortunately nobody was able to advise us. The problem was eventually fixed on Thursday 15<sup>th</sup> March and the problem was actually from the Rose and Crown Public House.

The time taken to resolve this issue is not acceptable and further action will be taken to seek compensation for this complaint.

**17/50**      **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 8.56 pm

Signed .....      Date .....

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

Signed .....      Date .....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Leases for the Hollybush and CKTS Ongoing	Clerk
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting Ongoing	Secretary
17/06	Action	Re-look at the storage areas for bin sheds at the WMH Ongoing	Clerk
17/06	Action	To look into CCTV for the War Memorial Hall Ongoing	Secretary
17/08	Action	Update conditions of hire for the WMH – with insurance and flame information together with photos Ongoing	Clerk
17/09	Action	Obtain quotations for works identified from surveyors reports for the next meeting Ongoing	Secretary
17/17	Action	To create a user guide for the dishwasher at both halls, including photos, and laminating them for display at the halls	Secretary/Cllr Kipps
17/17	Action	To include works to the parapet walls at the WMH on the works schedule out for quotation	Secretary
17/21	Resolution	Investigate on line booking systems for the halls	Clerk

		Ongoing	
17/21	Resolution	Investigate the promotions of the halls using social media and other free outlets Ongoing	Clerk
17/46	Resolution	Apply for planning permission and get mock-up of design for the new sign ongoing	Secretary
17/46	Resolution	Investigate alternative suppliers for internet at the Bullsland Hall ongoing	Secretary
17/55	Action	Clerk write to JK Dance regarding no payment	Clerk
17/55	Action	That the Caretakers be asked to check all electrical equipment prior to commencement of bookings and report any faults	Secretary
17/55	Action	Investigate new chairs and storage systems	Clerk/Secretary
17/55	Action	Change booking form to advise of no parking outside halls during bookings	Clerk
17/55	Action	Order sign for outside hall regarding parking	Secretary
17/55	Action	Obtain quotation for hatching outside WMH	Secretary
17/55	Action	Speak to HR about new caretaker job to include monitoring of halls	Clerk