

**CHORLEYWOOD PARISH COUNCIL**

**CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING**  
**TUESDAY 19th JUNE 2018**

Agenda item 5

**SECRETARY'S REPORT**

**WAR MEMORIAL HALL**

**Chairs**

160 Chairs have been ordered and are due for delivery on 19<sup>th</sup> June . The Committee need to decide what should be done with the old chairs and if sold what to charge.

For decision

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**Signage**

The draft for the new information sign to be placed to the right of the main doorway is attached in appendix 1 of this report. There are options for the sign which are listed below

- Wall mounted cast aluminium sign with new pattern work 1200mm x 800mm with raised text and border complete with logo in cast aluminium, complete with rear fixings  
£1,295 plus VAT
- Wall mounted signs in laminated Di bond with aluminium angle frame finish with any colour complete with rear fixings.  
£695.00 plus VAT

**Noticeboard**

Members asked officers to obtain a quotation for a new notice board to replace the one on the left hand side of the main door. The quotation is listed below.

- Wall mounted notice board 1000mm x 800mm with Chatsworth style deader with raised text. (This style matches the noticeboards in the village, cemetery and outside the parish office)  
£1072.00 plus VAT  
Delivery £75.00

Delivery takes about eight weeks from order.

For decision

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Electrical testing has been carried out in the hall with no adverse problems

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## WW1 Event

Members are aware that the Council is organising an event to commemorate the end of WW1 and the building of the War Memorial Hall.

Officers have organised a timetable of events as follows

- Book Shop to hold an event on the evening of the Thursday 8<sup>th</sup> November
- Film Club will show a film relating to WW1 Friday 9<sup>th</sup> November
- Parish Council event afternoon Saturday 10<sup>th</sup> November
- Chorleywood Orchestra – evening Saturday 10<sup>th</sup> November
- Service of Remembrance – afternoon Sunday 11<sup>th</sup> November.

Help is now needed to bring together the Parish Council event.

So far the following local groups have agreed to take part in some form.

- ❖ Chorleywood Amateur Dramatics
- ❖ CKTS
- ❖ St Clement Danes
- ❖ Jack Smethurst and family

There are no doubt other local organisations who may wish to be involved, these groups will need to be contacted and a format agreed.

It is now necessary to bring the event together and form a working party to arrange with afternoon entertainment and consider the charge for the event.

It was agreed that all profits from the events would be donated jointly to the Royal British Legion and Help for Hero's.

For Decision

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## Caretakers

An email was received from a hirer regarding the service given by the caretaker. It read

*We want you to know that the caretaker was absolutely amazing. He was so cheerful, helpful and accommodating and so understanding of how special and important the event was to us. He is a huge asset and I hope you will pass on our grateful thanks to him.*

Officers have passed on the message and felt it important that members also were aware of the service provided.

## **BULLSLAND HALL**

We have unfortunately lost one small booking on a Tuesday morning but have a new booking for an hour in the evening.

Electrical testing has been carried out with no faults reported.

The aerosol in the main hall has been removed since the RVS only cook once a week. This has created a saving

## **COMMON ROOM**

Nothing to report

## **HOLLYBUSH**

Electrical testing was carried out at the Hollybush hall. One of the lights needs to be replaced as the fixing is damaged beyond repair.

## **GENERAL**

### Councillor Training

Officers are offering training in the specific areas relating to each committee. It has been suggested that 10 minutes be set aside at the beginning of the meeting to allow Members to be briefed on subjects relating to the administration of the halls. Members are asked to put forward a list of items that they would like more information on.

### **For Decision**

Month No : 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b>Village Hall Trust</b>								
<u>100. General Administration</u>								
4000	Salaries	26,333	3,404	26,850	23,446	23,446	12.7 %	
4020	Inc Tax & NI	3,861	627	6,320	5,693	5,693	9.9 %	
4030	Superannuation	9,182	1,511	9,900	8,389	8,389	15.3 %	
4055	Travelling Expenses	665	90	825	735	735	10.9 %	
4056	Mobile Phones	225	35	360	325	325	9.7 %	
4060	Consumables	433	0	970	970	970	0.0 %	
4065	Hand Drier & Sanitary Costs	1,866	0	1,420	1,420	1,420	0.0 %	
4080	Insurance	1,660	0	1,650	1,650	1,650	0.0 %	
4085	Licence Costs	1,133	0	1,580	1,580	1,580	0.0 %	
4090	Trade Refuse Costs	1,926	877	1,510	633	633	58.1 %	
4095	Affiliation Fee CDA	0	0	35	35	35	0.0 %	
4100	Annual Safety Inspection	0	0	125	125	125	0.0 %	
4105	Bank Charges	24	2	50	48	48	4.0 %	
4115	Audit Fees	356	-178	380	558	558	-46.8 %	
4120	Post & Stationery	211	0	410	410	410	0.0 %	
4125	Computer Services	1,370	0	1,370	1,370	1,370	0.0 %	
4130	Health & Safety	320	0	500	500	500	0.0 %	
4500	RBL Charges	100	0	100	100	100	0.0 %	
4900	Miscellaneous Expenditure	243	0	200	200	200	0.0 %	
	General Administration :- Expenditure	<b>49,909</b>	<b>6,368</b>	<b>54,555</b>	<b>48,187</b>	<b>0</b>	<b>48,187</b>	<b>11.7 %</b>
1020	Grants & Donations Received	5,000	0	5,000	-5,000		0.0 %	
1030	Interest Received	13	0	35	-35		0.0 %	
1500	RBL Recharge	200	0	100	-100		0.0 %	
1900	Miscellaneous Income	123	0	0	0		0.0 %	
	General Administration :- Income	<b>5,336</b>	<b>0</b>	<b>5,135</b>	<b>-5,135</b>		<b>0.0 %</b>	
	<b>Net Expenditure over Income</b>	<b>44,573</b>	<b>6,368</b>	<b>49,420</b>	<b>43,052</b>			
<u>200. War Memorial Hall</u>								
4150	Rates	777	121	1,475	1,354	1,354	8.2 %	
4155	Hall Cleaning	105	35	560	525	525	6.3 %	
4160	Hall Maintenance	4,382	394	4,080	3,686	3,686	9.6 %	
4165	Minor Improvements	640	0	1,000	1,000	1,000	0.0 %	
4201	War Memorial Gas	1,761	612	4,000	3,388	3,388	15.3 %	
4202	War Memorial Electricity	991	87	2,200	2,113	2,113	3.9 %	
4203	War Memorial Water	632	0	500	500	500	0.0 %	
4204	War Memorial Telecoms	1,152	0	1,000	1,000	1,000	0.0 %	

Month No : 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4900	Miscellaneous Expenditure	94	0	350	350		350	0.0 %
	War Memorial Hall :- Expenditure	<b>10,534</b>	<b>1,249</b>	<b>15,165</b>	<b>13,916</b>	<b>0</b>	<b>13,916</b>	<b>8.2 %</b>
1200	WMH Lettings	36,080	5,738	33,500	-27,762			17.1 %
1210	Common Room Lettings	2,179	926	2,050	-1,125			45.1 %
1900	Miscellaneous Income	0	0	1,000	-1,000			0.0 %
	War Memorial Hall :- Income	<b>38,259</b>	<b>6,664</b>	<b>36,550</b>	<b>-29,886</b>			<b>18.2 %</b>
	<b>Net Expenditure over Income</b>	<b>-27,725</b>	<b>-5,415</b>	<b>-21,385</b>	<b>-15,970</b>			
	<b>300 Bullisland</b>							
4150	Rates	178	11	175	164		164	6.4 %
4155	Hall Cleaning	0	0	200	200		200	0.0 %
4160	Hall Maintenance	711	0	1,000	1,000		1,000	0.0 %
4165	Minor Improvements	0	0	250	250		250	0.0 %
4301	Bullisland Gas	250	126	600	474		474	21.1 %
4302	Bullisland Electricity	232	21	400	379		379	5.3 %
4303	Bullisland Water	193	27	250	223		223	11.0 %
4304	Bullisland Telecoms	431	25	350	325		325	7.0 %
	Bullisland :- Expenditure	<b>1,996</b>	<b>211</b>	<b>3,225</b>	<b>3,014</b>	<b>0</b>	<b>3,014</b>	<b>6.5 %</b>
1300	Bullisland Lettings	5,574	741	10,000	-9,259			7.4 %
	Bullisland :- Income	<b>5,574</b>	<b>741</b>	<b>10,000</b>	<b>-9,259</b>			<b>7.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-3,578</b>	<b>-530</b>	<b>-6,775</b>	<b>-6,245</b>			
	<b>400 Hollybush</b>							
4150	Rates	158	11	230	219		219	4.9 %
4160	Hall Maintenance	100	0	1,000	1,000		1,000	0.0 %
4402	Hollybush Electricity	1,442	196	500	304		304	39.1 %
4403	Hollybush Water	450	29	200	171		171	14.3 %
	Hollybush :- Expenditure	<b>2,150</b>	<b>236</b>	<b>1,930</b>	<b>1,694</b>	<b>0</b>	<b>1,694</b>	<b>12.2 %</b>
1400	Hollybush Lettings	20,000	5,000	20,000	-15,000			25.0 %
	Hollybush :- Income	<b>20,000</b>	<b>5,000</b>	<b>20,000</b>	<b>-15,000</b>			<b>25.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-17,850</b>	<b>-4,764</b>	<b>-18,070</b>	<b>-13,306</b>			
	Village Hall Trust :- Expenditure	<b>64,589</b>	<b>8,063</b>	<b>74,875</b>	<b>66,812</b>			<b>10.8 %</b>
	Income	<b>69,169</b>	<b>12,405</b>	<b>71,685</b>	<b>-59,280</b>			<b>17.3 %</b>
	<b>Net Expenditure over Income</b>	<b>-4,580</b>	<b>-4,342</b>	<b>3,190</b>	<b>7,532</b>			

## VILLAGE HALLS FOUR YEAR VISION

Item	Detail	Other Committee affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External) and next steps	Anticipated Cost	Date work is due to commence	Target date for completion
Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls		<b>1</b>	<p>Councillors &amp; Office – advertising refresh of publications, local leaflets/Chorleywood Matters, followed by My Chorleywood News Marketing Panel –research local competition</p> <ul style="list-style-type: none"> <li>- the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc</li> </ul> <p>rates packages – eg: rate for a wedding rather than per hour</p> <p>Digital Marketing including a Facebook page and updated information on website</p> <p>Use of social media such as Facebook, Instagram and twitter to advertise events, and showcase the halls</p>	Advertising costs		See website info in P&R
Maintenance Refurbishment programme	To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient ie are they given enough time to carry out the tasks/cleaning required.		<b>1</b>	<p>Clr input to enable independent quarterly checks,</p> <p>Feedback from front line staff</p> <p>Possible feedback forms from hirers which can be reported back to Committee</p> <p>Surveyor undertaking schedule of condition inspections and to produce maintenance schedules</p>			
Parking at WMH	Parking may not suitable for all visitors, establish what can be done to improve things	Open Spaces		To look at what can be done to improve the parking surfaces, lighting and available space			