

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

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

* Cllr Harry Davies
Cllr Richard Killick
* Cllr Carol Kristian
* Cllr Ken Morris
* Cllr Alison Preedy
* Cllr Debbie Rosario
* Cllr Steve Watkins (ex officio)
Cllr Jackie Worrall (ex officio)

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

18/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Richard Killick and Jackie Worrall

18/02 DECLARATION OF INTEREST AND DISPENSATION

Cllr Rodney Kipps wished to declare an interest in item 5, WMH chairs.

18/03 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 13th March 2018 were approved as a true and correct record.

18/04 MATTERS ARISING

17/55 The Clerk advised that JK Dance still had a balance outstanding and had not removed her equipment as requested. The Secretary confirmed that the last payment fee had been implemented and continued to chase for invoice payment.

18/05 SECRETARY'S REPORT

War Memorial Hall

War Memorial Chairs

The Secretary confirmed they had taken delivery of the chairs. Concern was raised regarding the safety of the trolley provided – this would be tested and if necessary reported to the supplier.

Member discussed the disposal of the old chairs and

The Committee

RESOLVED

To donate 20 padded chairs to the Chorleywood Royal British Legion

To retain 50 padded chairs for the hall use

To try to sell the remaining at £5.00 each for padded and £3.00 each for metal chairs, with a minimum purchase of 10 chairs

This was proposed by Cllr Morris and seconded by Cllr Watkins and unanimously approved.

Signage

Members agreed to the design of the wall mounted sign but suggested a white logo.

The Committee

RESOLVED

To purchase the wall mounted cast aluminium sign at a cost of £1295.00 plus VAT

This was proposed by Cllr Watkins, seconded by Cllr Morris and carried six in favour with one abstention.

Members considered the design of the new notice board.

The Committee

RESOLVED

To purchase a wall mounted noticeboard with matches the style of the parish noticeboards at a cost of £1072.00 +£75 delivery plus VAT.

This was proposed by the chair and carried unanimously.

BULLSLAND HALL

The Committee noted the report and discussed ways to increase useage of the hall as the long term future needed to a considered.

COMMON ROOM

The Committee noted the report.

GENERAL

WW1 Event

Members discussed the details of the event and agreed that it was best to keep it simple. Leaflets should be available at village day for 'save the date'. Cllr Kristian agreed to take on the responsibility for the show, and the Clerk agreed that she would seek sponsorship for the catering.

Cllr Rosario agreed to put a display at the event to advertise the halls.

The Committee

RESOLVED

To note the report and take forward the actions listed above.

The Committee wished to express their thanks to Len Smith the caretaker who had received compliments from hall hirers.

18/06 TREASURERS REPORT

The Committee
RESOLVED
To note the report

18/07 FOUR YEAR VISION

Maintenance Programme – Prices were being obtained for the works required. An inspection of the halls would take place over the summer months.

Website – Cllr Rosario agreed to take on the social media for the halls. It was agreed that the Council would publicise events and advertise availability. Photos should be taken at every opportunity.

18/08 HEALTH AND SAFETY REPORT

Nothing to report

18/09 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.38 pm

SignedThese have not been checked by the chairman..... 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 Completed	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 Completed	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 Ongoing	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 Ongoing	Clerk

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 Completed	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 Ongoing	Clerk
17/55	Action	That the Caretakers be asked to check all electrical equipment prior to commencement of bookings and report any faults ongoing	Secretary
17/55	Action	Investigate new chairs and storage systems Completed	Clerk/Secretary
17/55	Action	Change booking form to advise of no parking outside halls during bookings ongoing	Clerk
17/55	Action	Order sign for outside hall regarding parking ongoing	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 ongoing	Clerk
18/05	Action	Order sign and noticeboard for outside WMH	Secretary
18/05	Action	Create poster 'save the date' WW1 event for VD	Clerk
18/05	Action	Put together show for Parish WW1 event	Cllr Kristian
18/05	Action	Ebay chairs and advertise on social media	Secretary
18/05	Action	Seek sponsorship for WW1 event	Clerk
18/05	Action	Create display for WW1 event advertising halls	Cllr Rosario