

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING **TUESDAY 25th SEPTEMBER 2018**

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Chairs

Looking on e-bay there does not appear to be much movement on office chairs - The Royal British Legion have requested some of the chairs. Other ideas are needed to dispose of the Chairs.

For consideration

Signage

The new wall mounted cast aluminium sign and noticeboard have been ordered and are awaiting delivery.

The caretaker has advised that the stage stair rails have now been repaired.

For information

Kitchen

The cooker has been cleaned by the caretaker

The heating tray in the kitchen is unfortunately not working and look as though one of the shelf supports have broken. Premier Catering who installed the kitchen have been asked to visit the hall to see what can be done.

A new freezer will be ordered as the current freezer is prone to freezing up.

For information

Hall Cleaning

There have been a couple of comments regarding the cleanliness of the halls, to deal with this cleaning schedules have now been given to the caretakers and cleaner to ensure that they know what needs to be done.

It has been agreed that the cleaner will undertake an additional hours cleaning at the War Memorial Hall and that the cleaning of the Bullsland Hall will now be carried out by the caretaker.

The hall is thoroughly cleaned for a period of five hours once per week. Additional cleaning of the toilets, kitchen and floors is carried by the caretakers. However, with the increase in bookings this is adding additional time to the caretaker's workload.

Currently when there is a large booking such as a wedding or festival the caretaker is having to spend up to four hours cleaning the hall after the event. It is therefore suggested that an additional cleaning fee is added for larger events to at least cover some of the costs.

For consideration

Boiler Service

The boiler was serviced on Tuesday 11th September 2018 and failed the smoke test. Evidence suggested that the flue had been leaking for some time. The Gas engineers condemned the boiler on this basis. The Clerk spoke to the Chair and Vice Chair regarding the repairs and with their permission, the Clerk obtained a quotation of £1849 for the work to be carried out. This will take place in the very near future. Thankfully the hot water is supplied independently and therefore the booking have not been affected.

For Approval

WW1 Event

Following the WWI meeting on Thursday 30th August 2018 -

Officers have organised a timetable of events as follows

- Book Shop to hold an event on the evening of the Thursday 8th November
- Film Club will show a film relating to WW1 Friday 9th November
- Parish Council event afternoon Saturday 10th November
- Chorleywood Orchestra – evening Saturday 10th November
- Service of Remembrance – afternoon Sunday 11th 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. Cllr Kristian has agreed to programme the street party event. The WI have agreed to organise the catering.

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

Availability: There are only two weekend dates available until the end of the year these being Sunday 25th November, Saturday 1st December 2018

BULLSLAND HALL

The Cooker has been cleaned by the caretaker.

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

Fire Checks

The fire extinguisher checks have been carried out and the following works have been undertaken

WMH and Hollybush

Replacement of two H2O extinguishers

Refill of EC20C extinguisher

Refill of H2O extinguisher

Service and H&S disks £275.91

Bullsland Hall

Refill of H2O extinguisher

Service and H&S disks £103.93

Full fire certificates have been given to the halls which are displayed.

Royal British Legion

A number of years ago the Parish Council replaced the windows and doors at the front of the Royal British Legion Hall. A request has been made by the Management Committee for the windows to the side of the hall near the snooker room to be replaced. The window has been boarded up for a number of years because the frames are rotten.

The full repair and maintenance lease was renewed in 2017 for a period of seven years. The lease agreement states that the Parish Council should approve any contractor, but the lease is silent on improvements, members therefore need to consider the way forward.

It should be noted that replacement windows are considered to be an improvement and therefore should be the responsibility of the tenant, however Members may wish to consider if the Parish Council should make financial contribution.

For Decision

08:52

Detailed Income & Expenditure by Budget Heading 18th September 2018

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 General Administration</u>						
1020 Grants & Donations Received	5,000	5,000	0			100.0%
1030 Interest Received	0	35	35			0.0%
1500 RBL Recharge	258	100	(158)			258.0%
General Administration :- Income	5,258	5,135	(123)			102.4%
4000 Salaries	8,848	26,850	18,002		18,002	33.0%
4020 Inc Tax & NI	1,310	6,320	5,010		5,010	20.7%
4030 Superannuation	3,084	9,900	6,816		6,816	31.2%
4055 Travelling Expenses	216	825	609		609	26.2%
4056 Mobile Phones	85	360	275		275	23.6%
4060 Consumables	61	970	909		909	6.3%
4065 Hand Drier & Sanitary Costs	1,536	1,420	(116)		(116)	108.2%
4080 Insurance	2,086	1,650	(436)		(436)	126.4%
4085 Licence Costs	1,183	1,580	397		397	74.9%
4090 Trade Refuse Costs	877	1,510	633		633	58.1%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	8	50	42		42	16.0%
4115 Audit Fees	(178)	380	558		558	(46.8%)
4120 Post & Stationery	0	410	410		410	0.0%
4125 Computer Services	0	1,370	1,370		1,370	0.0%
4130 Health & Safety	0	500	500		500	0.0%
4500 RBL Charges	0	100	100		100	0.0%
4900 Miscellaneous Expenditure	160	200	40		40	80.0%
General Administration :- Indirect Expenditure	19,277	54,555	35,278	0	35,278	35.3%
Movement to/(from) Gen Reserve			(14,019)			
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	17,147	33,500	16,353			51.2%
1210 Common Room Lettings	2,376	2,050	(326)			115.9%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	19,523	36,550	17,027			53.4%
4150 Rates	475	1,475	1,000		1,000	32.2%
4155 Hall Cleaning	70	560	490		490	12.5%
4160 Hall Maintenance	936	4,080	3,144		3,144	22.9%
4165 Minor Improvements	0	1,000	1,000		1,000	0.0%
4201 War Memorial Gas	1,143	4,000	2,857		2,857	28.6%
4202 War Memorial Electricity	289	2,200	1,911		1,911	13.1%
4203 War Memorial Water	100	500	400		400	20.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 18th September 2018

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4204 War Memorial Telecoms	423	1,000	577		577	42.3%
4900 Miscellaneous Expenditure	6	350	344		344	1.7%
War Memorial Hall :- Indirect Expenditure	3,441	15,165	11,724	0	11,724	22.7%
Movement to/(from) Gen Reserve						
	16,082					
<u>300 Bullsland</u>						
1300 Bullsland Lettings	2,359	10,000	7,641			23.6%
Bullsland :- Income	2,359	10,000	7,641			23.6%
4150 Rates	53	175	122		122	30.4%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	170	1,000	830		830	17.0%
4165 Minor Improvements	0	250	250		250	0.0%
4301 Bullsland Gas	175	600	425		425	29.2%
4302 Bullsland Electricity	80	400	320		320	19.9%
4303 Bullsland Water	27	250	223		223	11.0%
4304 Bullsland Telecoms	148	350	202		202	42.2%
Bullsland :- Indirect Expenditure	653	3,225	2,572	0	2,572	20.2%
Movement to/(from) Gen Reserve						
	1,706					
<u>400 Hollybush</u>						
1400 Hollybush Lettings	10,000	20,000	10,000			50.0%
Hollybush :- Income	10,000	20,000	10,000			50.0%
4150 Rates	73	230	157		157	31.9%
4160 Hall Maintenance	120	1,000	880		880	12.0%
4402 Hollybush Electricity	338	500	163		163	67.5%
4403 Hollybush Water	29	200	171		171	14.3%
Hollybush :- Indirect Expenditure	559	1,930	1,371	0	1,371	29.0%
Movement to/(from) Gen Reserve						
	9,441					
Grand Totals:- Income	37,140	71,685	34,545			51.8%
Expenditure	23,930	74,875	50,945	0	50,945	32.0%
Net Income over Expenditure						
	13,210	(3,190)	(16,400)			
Movement to/(from) Gen Reserve						
	13,210					