

**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

18/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Ken Morris, Debbie Rosario and Jackie Worrall

18/11 DECLARATION OF INTEREST AND DISPENSATION

Cllr Rodney Kipps wished to declare an interest in item 5, Royal British Legion.

18/12 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 19th June 2018 were approved as a true and correct record.

18/13 MATTERS ARISING

There were no matters arising

18/14 SECRETARY'S REPORT

War Memorial Hall

War Memorial Chairs

Cllr Preedy advised that Cedars Village may be interested in some chair and agreed to take two samples. It was also agreed to put up posters in the village, and put an advert on our website, and Residents Association newsletter.

Boiler

The Clerk advised the flue for the boiler was being fitted the following Friday. With the agreement of the Chair and Vice Chair the Clerk has arranged for an emergency repair at a cost of £1849.

The Committee

RESOLVED

To approve the expenditure on the boiler at a cost of £1849.00.

This was proposed by Cllr Harry Davies, seconded by Cllr Steve Watkins and unanimously approved.

WW1 Event

The Committee were updated on the event and it was noted that the funding was the responsibility of the P&R Committee. It was agreed that Cllr Carol Kristian would be notified of the contact details of all the local organisations interested in performing at the Street Party.

The Clerk advised the There But Not There silhouettes had arrived and would be distributed throughout the village in the following weeks.

Toilets

The Treasurer advised that there was still a problem with the flushing mechanism in the ladies' toilets. It was agreed that these could be changed to a single flush in the hope that the increased water in the flush would alleviate the problem.

BULLSLAND HALL

The Committee noted the report.

COMMON ROOM

The Committee noted the report.

GENERAL

Fire Checks

The Committee noted the report

Royal British Legion

The Chairman, Cllr Rodney Kipps had declared an interest and did not take part in the discussion. The Clerk advised the details within the renewed lease agreement, which allowed for subletting of the hall in return for the RBL taking control of Full repairs and maintenance of the building.

It was agreed that as the new lease had been signed only a year ago it was important that the RBL realise their responsibilities. It was also noted that it was in the Council's interest to ensure that the building was kept in good order.

Finally, it was also noted that under Charity Commission Rules a charity should not subsidise another charity.

With all this in mind The Committee

RESOLVED

The Royal British Legion be asked for a copy of their audited accounts

That a quotation be obtained for a new double-glazed window.
That both items be brought back to the next meeting

This was proposed by Cllr Harry Davies, seconded by Cllr Alison Preedy and unanimously approved.

18/15 TREASURERS REPORT

The Committee
RESOLVED
To note the report

18/16 FOUR YEAR VISION

It was agreed that this item would be discussed at the next meeting when going through the budgets for 2019/20

18/17 HEALTH AND SAFETY REPORT

Members noted the electrical reports and agreed that the work would be added to the maintenance programme.

18/18 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.20 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
17/06	Action	Re-look at the storage areas for bin sheds at the WMH 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 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	Investigate alternative suppliers for internet at the Bullsland Hall ongoing	Secretary
17/55	Action	Clerk write to JK Dance regarding no payment Completed	Clerk
17/55	Action	That the Caretakers be asked to check all	Secretary

		electrical equipment prior to commencement of bookings and report any faults ongoing	
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 ongoing	Secretary
18/05	Action	Create poster 'save the date' WW1 event for VD Completed	Clerk
18/05	Action	Put together show for Parish WW1 event ongoing	Cllr Kristian
18/05	Action	eBay chairs and advertise on social media ongoing	Secretary
18/05	Action	Seek sponsorship for WW1 event ongoing	Clerk
18/05	Action	Create display for WW1 event advertising halls ongoing	Cllr Rosario
18/14	Action	Order new toilet flushes for lady's toilets	Secretary
18/14	Action	Obtain quotation for new window at the RBL	Secretary