

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 15th JANUARY 2019

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Toilets

The Ladies toilet flushes have been upgraded to allow more water to pass which should stop the toilets getting blocked up.

WW1 Event

A very successful event which was attended by around 700 people over the four days.

A lot of hard work and effort went into organising and putting together the various functions within the hall.

The amount collected over the four days was approximately £1000 and the profit from the events will be donated jointly to the Royal British Legion and Help for Heroes. (This does not include the collection from the Memorial Service which was paid directly to the RBL)

Our thanks go to Cllr Steve Watkins, Cllr Carol Kristian for the organisation of the WW1 event and thanks also go Cllr White for cakes and Cllr Alison Preedy for her assistance on the day.

The new sign and notice board have been received, however unfortunately the sign has the incorrect phone number on, the manufacturer is aware and it will be picked up and replaced with the correct details, in due course.

There was also a feeling that in the dark you are not able to see the signage, so officers in discussion with the manufacturer of a possible change of colour.

The Notice board is waiting to be put up.

The Parish Council have purchased four new head worn/Lapel microphones, however it will be necessary to purchase two hand held microphones as well. The Officer will speak to the sound engineer for further information.

For Consideration.

Cleaning

The cleaner has sadly handed in her notice and worked up to Christmas. On a temporary basis the Bullsland Hall caretaker's wife has agreed to take over the cleaning.

The Clerk is in discussion with the Chairman and Vice Chair regarding replacement staff, including another caretaker. This work will be undertaken in the near future.

For consideration

Chorleywood Bookshop -

Monday 8th October, 2018 - as previously discussed at the meeting on the 15th November, 2018 - officers were asked to write to Chorleywood Bookshop. Attached is a copy of their reply.

On 23rd November, another complaint was received from the Bookshop regarding the PA system and the kitchen. A copy of the correspondence is attached to this report.

For Consideration.

BULLSLAND HALL

COMMON ROOM

Wreath making organised by the Parish Rangers held in the Common Room was very successful with many attendees visiting the hall for the first time.

HOLLYBUSH

Cllr Rodney Kipps reported that over the Christmas period it would appear that children went into the grounds of Hollybush Montessori and moved all the vehicles around the track. It was reported to the proprietor of the hall and she came back to say, that there was no damage, but thanked Cllr Kipps for the information. A suggestion has been received from Cllr Rodney Kipps that maybe a lock is put on the gate with a key going to the school, one to the Parish and one to the RBL.

There was also an incident when the caretaker came out to lock up the hall at 01.30am on New Year's Eve. Whilst inside turning off the lights his windscreen was smashed.

GENERAL – Nothing to report

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Village Hall Trust</u>						
<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	17,545	26,850	9,305		9,305	65.3%
4020 Inc Tax & NI	3,025	6,320	3,295		3,295	47.9%
4030 Superannuation	6,972	9,900	2,928		2,928	70.4%
4055 Travelling Expenses	399	825	426		426	48.4%
4056 Mobile Phones	160	360	200		200	44.4%
4060 Consumables	164	970	806		806	16.9%
4065 Hand Drier & Sanitary Costs	1,717	1,420	(297)		(297)	120.9%
4080 Insurance	2,086	1,650	(436)		(436)	126.4%
4085 Licence Costs	1,256	1,580	324		324	79.5%
4090 Trade Refuse Costs	1,754	1,510	(244)		(244)	116.2%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	24	50	26		26	47.8%
4115 Audit Fees	(178)	380	558		558	(46.8%)
4120 Post & Stationery	14	410	396		396	3.4%
4125 Computer Services	0	1,370	1,370		1,370	0.0%
4130 Health & Safety	540	500	(40)		(40)	108.0%
4500 RBL Charges	0	100	100		100	0.0%
4900 Miscellaneous Expenditure	8,334	200	(8,134)		(8,134)	4166.8%
General Administration :- Indirect Expenditure	43,812	54,555	10,743	0	10,743	80.3%
Movement to/(from) Gen Reserve			(38,554)			
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	27,354	33,500	6,146			81.7%
1210 Common Room Lettings	3,463	2,050	(1,413)			168.9%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	30,817	36,550	5,733			84.3%
4150 Rates	947	1,475	528		528	64.2%
4155 Hall Cleaning	205	560	355		355	36.6%
4160 Hall Maintenance	5,138	4,080	(1,058)		(1,058)	125.9%
4165 Minor Improvements	488	1,000	512		512	48.8%
4201 War Memorial Gas	1,637	4,000	2,363		2,363	40.9%
4202 War Memorial Electricity	825	2,200	1,375		1,375	37.5%
4203 War Memorial Water	181	500	319		319	36.2%
4204 War Memorial Telecoms	953	1,000	47		47	95.3%
4900 Miscellaneous Expenditure	6	350	344		344	1.7%
War Memorial Hall :- Indirect Expenditure	10,379	15,165	4,786	0	4,786	68.4%
Movement to/(from) Gen Reserve			20,437			

Detailed Income & Expenditure by Budget Heading 01/10/2018

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
300 Bullsland						
1300 Bullsland Lettings	3,364	10,000	6,636			33.6%
Bullsland :- Income	3,364	10,000	6,636			33.6%
4150 Rates	107	175	68		68	61.0%
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	239	600	361		361	39.8%
4302 Bullsland Electricity	179	400	221		221	44.9%
4303 Bullsland Water	56	250	194		194	22.4%
4304 Bullsland Telecoms	249	350	101		101	71.0%
Bullsland :- Indirect Expenditure	1,000	3,225	2,225	0	2,225	31.0%
Movement to/(from) Gen Reserve	2,364					
400 Hollybush						
1400 Hollybush Lettings	15,000	20,000	5,000			75.0%
Hollybush :- Income	15,000	20,000	5,000			75.0%
4150 Rates	137	230	93		93	59.7%
4160 Hall Maintenance	120	1,000	880		880	12.0%
4402 Hollybush Electricity	515	500	(15)		(15)	102.9%
4403 Hollybush Water	56	200	144		144	28.0%
Hollybush :- Indirect Expenditure	828	1,930	1,102	0	1,102	42.9%
Movement to/(from) Gen Reserve	14,172					
Village Hall Trust :- Income	54,439	71,685	17,246			75.9%
Expenditure	56,018	74,875	18,857	0	18,857	74.8%
Movement to/(from) Gen Reserve	(1,580)					
Grand Totals:- Income	54,439	71,685	17,246			75.9%
Expenditure	56,018	74,875	18,857	0	18,857	74.8%
Net Income over Expenditure	(1,580)	(3,190)	(1,610)			
Movement to/(from) Gen Reserve	(1,580)					