

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 19th March 2019

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

The new sign has been picked up by the manufacturer and we are awaiting the replacement sign, which is being delivered on Tuesday 19th March, 2019.

The new Notice board has been put up outside the hall.

The Parish Council have purchased four new microphones to go with the head microphones.

The alarm in the disabled toilet stopped working, a local contractor was asked to come out and look at the problem. - alarm has now been fixed

Waiting for British Gas to confirm when they will be fixing the metal sheet around the boiler, which they have confirmed will be completed by the end of the month.

During the Easter holidays the caretakers will paint the front of the stage when the hall is free from bookings.

Following the problems at the War Memorial Hall regarding hire details, the Event Check List is now being used for all weekend bookings that take place within the Hall and both the Caretaker and the hirer sign the paperwork, see attached. This covers the cleanliness of the hall, hire of equipment and kitchen facilities.

The two spot lights which light up the glitter ball have both stopped working and need to be replaced. The high ladder used is now unfit for purpose, a portable lightweight scaffold tower is being investigated. There is sufficient money in the budget for this to be purchased in this financial year.

BULLSLAND HALL

Nothing to report

COMMON ROOM

The Common Room is to be painted during the Easter holiday when the hall is available. The curtain rails will also be replaced at the same time.

HOLLYBUSH

We received a call from the Hollybush Montessori School to advise that their drains were once again blocking up. A call was placed with the water company to request that they come out to check the pipes and draining for us.

They came out and checked by the Hollybush and down by Gilliats Green. The water Company advised that they had cleared the blockage, but that there was a broken pipe within the Hollybush School grounds and advised that the problem was the Parish Council's to rectify.

After many calls to the water company and trips down to the Hollybush hall, the water company eventually came out to re-clean the drains from the back of the Royal British Legion where the pipes come down from the WMH all the way through.

A local contractor carried out the work on the 21st and 22nd February 2019 - where they replaced the broken pipes. This took longer than planned as the Water company had pushed the broken pipe back down the pipe line and the contractor had trouble removing the broken pipe from the pipe line. It has all now been fixed.

GENERAL

Sound and lighting

CADS have advised that they are looking into the light and sound system in the hall and will come back to us following their committee meeting, about possible new lighting and sound system. There will obviously be cost implications which the Village Halls Committee will need to consider in due course.

Officers are looking at a ceiling projector for the War Memorial Hall, similar to the one in the Common Room. There is sufficient money for the budget for this to be purchased. Advice is currently being obtained from our local expert.

Hall Webpage

The current months booking sheets are now available on the website – however investigations are taking place to see if an on-line booking system can be introduced.

Members are asked also to look at the content within the website as part of the annual review to ensure that everything is current and up to date.

Storage

There have been a number of requests for storage at the War Memorial Hall.

There are anomalies in the fact that CADS currently store all of their scenery and sets of goods under the stage - without charge

Chorleywood Horticultural Society currently store their items under the stage – without charge, and the bowls boxes store all their equipment

Chorleywood Bookshop have requested to store their glasses at the hall. The caretaker has had a look at availability and suggested that the cupboards opposite the men’s toilets that is may be possible to store half of the boxes.

Chorleywood bookshop have advised that they are happy for the glasses to be used by the Parish Council if they are allowed to store the glasses at the hall – however officers are concerned that this arrangement may result in conflict as a stock check would be required before and after every booking and a deposit taken for breakages.

Detailed below is the measurement of the boxes required for the storage of the glasses.

8 x 44cms L x 32cms H x 30 cms W
2 x 44cms H x 30cms W x 40 cms H
4 x 40cms L x 20cms H x 30cms W

If the bookshop is allowed to store the glasses what is the committees view on charging for storage. It is unsure at present if access would be required to collect the glasses if using a different location.

New caretaker

A new part time caretaker is required to cover the War Memorial Hall – the Clerk will provide details of the suggested way forward at the meeting, as this will for the time being be confidential business.

Detailed Income & Expenditure by Projected Budget Heading 31/01/2019

Month No: 12

Committee Report

	Actual Year To Date	Projected 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	260	2			99.2%
1900 Miscellaneous Income	0	8,231	8,231			0.0%
General Administration :- Income	5,258	13,526	8,268			38.9%
4000 Salaries	21,658	26,850	5,192		5,192	80.7%
4020 Inc Tax & NI	3,761	6,320	2,559		2,559	59.5%
4030 Superannuation	8,274	9,900	1,626		1,626	83.6%
4055 Travelling Expenses	531	825	294		294	64.4%
4056 Mobile Phones	200	360	160		160	55.6%
4060 Consumables	623	970	347		347	64.2%
4065 Hand Drier & Sanitary Costs	1,717	1,720	3		3	99.8%
4080 Insurance	2,086	2,100	14		14	99.3%
4085 Licence Costs	1,506	1,580	74		74	95.3%
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	31	50	19		19	62.7%
4115 Audit Fees	(178)	380	558		558	(46.8%)
4120 Post & Stationery	14	410	396		396	3.4%
4125 Computer Services	1,370	1,370	0		0	100.0%
4130 Health & Safety	540	600	60		60	90.0%
4500 RBL Charges	0	100	100		100	0.0%
4900 Miscellaneous Expenditure	9,999	8,431	(1,568)		(1,568)	118.6%
General Administration :- Indirect Expenditure	53,885	63,636	9,751	0	9,751	84.7%
Movement to/(from) Gen Reserve			(48,627)			
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	38,065	40,000	1,935			95.2%
1210 Common Room Lettings	5,103	5,000	(103)			102.1%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	43,168	46,000	2,832			93.8%
4150 Rates	1,183	1,475	292		292	80.2%
4155 Hall Cleaning	205	560	355		355	36.6%
4160 Hall Maintenance	5,223	6,000	777		777	87.0%
4165 Minor Improvements	488	1,000	512		512	48.8%

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 31/01/2019

Month No: 12

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	2,418	3,500	1,082		1,082	69.1%
4202 War Memorial Electricity	1,238	2,200	962		962	56.3%
4203 War Memorial Water	181	500	319		319	36.2%
4204 War Memorial Telecoms	1,283	1,000	(283)		(283)	128.3%
4900 Miscellaneous Expenditure	6	350	344		344	1.7%
War Memorial Hall :- Indirect Expenditure	12,225	16,585	4,360	0	4,360	73.7%
Movement to/(from) Gen Reserve						
	30,943					
<u>300 Bullsland</u>						
1300 Bullsland Lettings	4,660	5,000	340			93.2%
Bullsland :- Income	4,660	5,000	340			93.2%
4150 Rates	149	175	26		26	85.0%
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	293	500	207		207	58.6%
4302 Bullsland Electricity	253	400	147		147	63.2%
4303 Bullsland Water	56	250	194		194	22.4%
4304 Bullsland Telecoms	331	430	99		99	77.1%
Bullsland :- Indirect Expenditure	1,252	3,205	1,953	0	1,953	39.1%
Movement to/(from) Gen Reserve						
	3,408					
<u>400 Hollybush</u>						
1400 Hollybush Lettings	20,000	20,000	0			100.0%
Hollybush :- Income	20,000	20,000	0			100.0%
4150 Rates	169	230	61		61	73.6%
4160 Hall Maintenance	120	1,000	880		880	12.0%
4402 Hollybush Electricity	753	1,500	747		747	50.2%
4403 Hollybush Water	56	600	544		544	9.3%
Hollybush :- Indirect Expenditure	1,098	3,330	2,232	0	2,232	33.0%
Movement to/(from) Gen Reserve						
	18,902					
Village Hall Trust :- Income	73,086	84,526	11,440			86.5%
Expenditure	68,460	86,756	18,296	0	18,296	78.9%
Movement to/(from) Gen Reserve						
	4,625					

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 31/01/2019

Month No: 12

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	73,086	84,526	11,440			86.5%
Expenditure	68,460	86,756	18,296	0	18,296	78.9%
Net Income over Expenditure	4,625	(2,230)	(6,855)			
Movement to/(from) Gen Reserve	4,625					

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		1	<p>Councillors & 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"> - the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc <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.		1	<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			