

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 4th JUNE 2019

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

The new sign has been put up at the front of the War Memorial Hall.

British Gas have replaced the metal sheet around the boiler.

The Council has been approached with an offer to provide a one-hour magic show between Christmas and the New Year for children within the parish for a fee of £130.00. The fee covers the entertainment and a person to check tickets upon entry. The War Memorial Hall is available, and members are asked if this is a service they would like to provide. The afternoon could be extended to include a visit from Father Christmas and if sponsorship can be obtained each child could receive a gift. All proceeds would be donated to the Chairman's Charity.

For consideration

We have received a request from Chorleywood Bowls Club advising that the Bowls boxes are requiring some repair work.

The office has looked into alternative options for the boxes and suggest a Lazor storage unit for three mats and a cover, picture and description attached.

We have requested that Chorleywood Bowls Club advise exactly what else is kept in the boxes so we can establish what if any other storage is required.

For Consideration

Storage of glasses at the War Memorial Hall.

Due to further correspondence from the Bookshop, the Office have looked again at the feasibility of storing a few glasses at the Hall. A possible solution for storage of a quarter of the glasses is in one of the cupboards opposite the Gentleman's toilets. The Bookshop have indicated that this would be of assistance.

The Committee need to decide if this is acceptable and if so what the charge will be for this?

For Consideration

Chorleywood Bookshop brought to our attention that on Friday 29th March a volunteer's car that was parked in the parking area had the back window smashed after an apparently unsuccessful attempt to force it out, the car was also keyed.

Chorleywood Bookshop have raised concerns over the safety of parking for their customers and volunteers in the parking area.

They have requested consideration of possible actions such as lighting the car park or providing a CCTV security system or like deter vandals.

BULLSLAND HALL

Nothing to report

COMMON ROOM

Nothing to report

HOLLYBUSH

We have received a request to have an outside tap fitted. The Hollybush Montessori are happy to pay for this to be done.

For Consideration

GENERAL



LAYOR STORAGE UNIT FOR THREE MATS

These sturdy slimline storage units are for storing three mats and are fitted with 5" rubber wheels which makes it much easier to store and move the mats. Once the mat has been rolled back onto its roller the pole can be slid through the roller and can then be placed with the mat onto the supports on the frame. Price £450.00



Cover for LAYOR 3 Mat WindUp/Handling/Storage Unit

Lightweight polyester black cover for LAYOR 3 Mat WindUp/Handling/Storage Unit with base eyelets to secure to frame. £69.95

Detailed Income & Expenditure by Budget Heading 28/05/19

Month No: 2

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	0	5,000	5,000			0.0%
1030 Interest Received	0	35	35			0.0%
1500 RBL Recharge	0	260	260			0.0%
General Administration :- Income	0	5,295	5,295			0.0%
4000 Salaries	1,849	29,000	27,151		27,151	6.4%
4020 Inc Tax & NI	307	6,550	6,243		6,243	4.7%
4030 Superannuation	644	10,150	9,506		9,506	6.3%
4055 Travelling Expenses	55	845	790		790	6.5%
4056 Mobile Phones	20	360	340		340	5.6%
4060 Consumables	0	1,000	1,000		1,000	0.0%
4065 Hand Drier & Sanitary Costs	0	1,950	1,950		1,950	0.0%
4080 Insurance	0	2,200	2,200		2,200	0.0%
4085 Licence Costs	0	1,580	1,580		1,580	0.0%
4090 Trade Refuse Costs	899	1,560	661		661	57.6%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	2	50	48		48	4.0%
4115 Audit Fees	0	400	400		400	0.0%
4120 Post & Stationery	0	425	425		425	0.0%
4125 Computer Services	0	1,420	1,420		1,420	0.0%
4130 Health & Safety	0	620	620		620	0.0%
4135 Advertising	0	500	500		500	0.0%
4500 RBL Charges	0	100	100		100	0.0%
4900 Miscellaneous Expenditure	0	200	200		200	0.0%
General Administration :- Indirect Expenditure	3,776	59,070	55,294	0	55,294	6.4%
Movement to/(from) Gen Reserve	(3,776)					
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	6,350	40,000	33,650			15.9%
1210 Common Room Lettings	2,579	5,200	2,621			49.6%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	8,929	46,200	37,271			19.3%
4150 Rates	121	1,525	1,404		1,404	7.9%
4155 Hall Cleaning	300	560	260		260	53.6%
4160 Hall Maintenance	0	4,220	4,220		4,220	0.0%
4165 Minor Improvements	26	1,000	974		974	2.6%

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Detailed Income & Expenditure by Budget Heading 28/05/19

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	219	3,500	3,281		3,281	6.2%
4202 War Memorial Electricity	163	2,200	2,037		2,037	7.4%
4203 War Memorial Water	62	520	458		458	11.9%
4204 War Memorial Telecoms	159	1,050	891		891	15.2%
4900 Miscellaneous Expenditure	0	350	350		350	0.0%
War Memorial Hall :- Indirect Expenditure	1,050	14,925	13,875	0	13,875	7.0%
Movement to/(from) Gen Reserve						
	7,879					
<u>300 Bullsland</u>						
1300 Bullsland Lettings	745	5,000	4,255			14.9%
Bullsland :- Income	745	5,000	4,255			14.9%
4150 Rates	15	180	165		165	8.2%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4165 Minor Improvements	0	250	250		250	0.0%
4301 Bullsland Gas	0	500	500		500	0.0%
4302 Bullsland Electricity	(0)	400	400		400	0.0%
4303 Bullsland Water	70	250	180		180	27.9%
4304 Bullsland Telecoms	26	450	424		424	5.8%
Bullsland :- Indirect Expenditure	110	3,230	3,120	0	3,120	3.4%
Movement to/(from) Gen Reserve						
	635					
<u>400 Hollybush</u>						
1400 Hollybush Lettings	0	20,000	20,000			0.0%
Hollybush :- Income	0	20,000	20,000			0.0%
4150 Rates	15	240	225		225	6.2%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4402 Hollybush Electricity	0	1,550	1,550		1,550	0.0%
4403 Hollybush Water	46	200	154		154	22.9%
Hollybush :- Indirect Expenditure	60	2,990	2,930	0	2,930	2.0%
Movement to/(from) Gen Reserve						
	(60)					
Village Hall Trust :- Income	9,674	76,495	66,821			12.6%
Expenditure	4,997	80,215	75,218	0	75,218	6.2%
Movement to/(from) Gen Reserve						
	4,678					

Detailed Income & Expenditure by Budget Heading 28/05/19

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	9,674	76,495	66,821			12.6%
Expenditure	4,997	80,215	75,218	0	75,218	6.2%
Net Income over Expenditure	4,678	(3,720)	(8,398)			
Movement to/(from) Gen Reserve	4,678					

Committee	4 Year Plan Item	Description	Strategic Objective Scoring (3 = high alignment, 2 = medium alignment, 1 = low alignment)				Overall Scoring	Inc in CWPC 4 Year Plan	Priority
			Responsive to the needs of our Parishioners	Liaise and develop working relationships	Provide sustainable services	Considerate of all Parishioner's views and act to promote resources			
Village Halls	Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls	2	2	1	3	8		
Village Halls	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.	3	2	1	3	9		
Village Halls	Parking at WMH	Parking may not suitable for all visitors, establish what can be done to improve things	3	2	1	3	9		
P&R	South Lodge Refurb	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.					0		
P&R	Requestion of Assets	That a working e be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the P&R Committee.					0		
P&R	Strategic / Succession Planning	That the Council look at the strategic and succession planning for replacement of expertise within the council					0		
Open Spaces	Parking Area improvements	Look at products that can improve the permissive parking area surfaced					0		

