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**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 24th NOVEMBER 2015**

**MEMBERSHIP AND ATTENDANCE**

Chairman:	* Cllr Rodney Kipps
Members: -	*Cllr John Copley *Cllr Tony Edwards (ex officio) Cllr Raj Khiroya *Cllr Ken Morris *Cllr Alison Preedy *Cllr Steve Watkins *Cllr Jane White (ex officio) *Cllr Jenny Wood
Also in attendance:	Alan Manson – Surveyor * Yvonne Merritt – Treasurer * Michelle Putman – Secretary

**RECOMMENDATIONS**

**1. FOUR YEAR VISION :**

**Maintenance of Halls regular inspections:** Members discussed how the halls should be inspected on a regular basis to look at all the maintenance issues and to try to create a maintenance schedule for works to be carried out.

Cllr Watkins suggested that this proposal should be put forward to Full Council as a recommendation which should include all the Council buildings.

The Committee

**RESOLVED TO RECOMMEND**

That a working group be set up to carry out regular inspections of all the Council buildings to set up a schedule of works for each building.

This was proposed by Cllr Watkins, seconded by Cllr White and unanimously approved.

**15/26 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Raj Khiroya absent.

**15/27 DECLARATION OF INTEREST**

There were no declarations of interest

**15/28 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

The minutes of the meeting dated 13th October 2015 were approved as a true and correct record,

**15/29 MATTERS ARISING**

## **15/21 Secretary's Report**

**Florescent lights** - The Clerk advised that having seen a picture of the proposed florescent lights they looked very industrial and out of keeping with the hall, therefore she has asked the contractor who carried out the work on The Common Room to quote for lights to match those placed in the extensions.

Providing that the quotations were the same or under that of the original quotation, the committee agreed that the works could go ahead.

Indoor Car Boot Sales – Cllr Watkins advised that whilst the number of stalls was increasing, visitor numbers were not. Councillors were also concerned that a lot of time was being spent on the event and therefore it was agreed that the Car Boot Sales would continue until March 2016, but that the Committee should discuss whether to continue the venture after this date.

Cllr Kipps suggested that the Secretary speak to the organisers or Sarratt Village Hall to see how successful their monthly Market was and how it was organised.

**15/30**

## **SECRETARY'S REPORT**

**War Memorial Hall** – It was mentioned that the Golf Club may have been discussing the possibility of providing a Defibrillator at the club house. It would seem a waste to have two situated at the same location and the Clerk confirmed that the electrical supply had already been installed on the outside of the building. It was therefore agreed that the Clerk contact the Golf Club to ascertain the situation.

### **The Common Room**

Cllr White suggested that a feedback form should be sent out to new hirers of the Common Room to ascertain what they thought of the new facilities. Discussion expanded to include feedback forms for all the halls.

It was agreed that the following items could be purchase for use at the War Memorial Hall and The Common Room

- Chair Trolley @ £69.00
- Chemical Store @ £273.00
- Storage units x 2 @ £78.99
- Table Trolley x 2 @£255.00
- Small Tables x 8 @ £39.27
- Whiteboard @ £132.16

Totalling £1456.30 This money will be taken from this year's revenue budget.

The Committee asked for quotations for the wireless projector and laptop to be presented at the next meeting.

Other items to be purchased were a clock and door mat.

The Committee  
RESOLVED

To purchase the above mentioned items .

## **15/31 TREASURER'S REPORT**

The Committee  
RESOLVED  
To note the report

**15/32**     **FOUR YEAR VISION**

**Publicity and Marketing:** The Clerk confirmed that a Facebook page had been set up for the halls. She asked everyone to look at the website page as in her view it was in need of updating.

**Halls Maintenance : See Recommendation 1**

**Access to the War Memorial Hall** – The Clerk advised that the street light outside the hall was very old and quite ineffectual, She wondered if this could be replaced with a double headed light which would then shine onto the parking area. It was agreed that County Councillor Chris Hayward would be approached to see if this could be achieved within his locality budget.

**Disability Access to Hollybush** – due to the cost it was agreed to take this project off the four year vision, but to bare the project in mind should any grant funding opportunities come to light in the future.

**15/33**     **WAR MEMORIAL HALL REFURBISHMENT**

The Clerk updated the Committee on the hall refurbishment and advised that whilst the work had not been completed on time, it had been carried out within budget. Cllr White wished to thank the officers for all their work during the refurbishment.

Cllr Edwards asked for the instructions to the dishwasher to be laminated and placed in the kitchen for all users. The Secretary confirmed that it has been there but must have been taken down during the refurbishment.

Having considered the quotations for the painting of the hall  
The Committee  
RESOLVED  
To award the contract to Company B

This was proposed by Cllr Morris, seconded by Cllr Edwards and unanimously approved.

Members discussed the need to carry out work to the stage floor and  
The Committee  
RESOLVED  
To ask the contractor to carry out the floor refurbishment to the main hall, annex and stage as per their quotation.

This was proposed by Cllr White, seconded by Cllr Preedy and unanimously approved.

The kitchen was discussed and it was agreed that at this time there was not much that could be done to make improvements. The Secretary confirmed that during the Christmas period that Kitchen would be steam cleaned.

It was agreed to add the refurbishment of the War Memorial Hall kitchen to the Four Year Vision.

**15/34**     **REVISED BUDGET**

The Committee  
RESOLVED  
To agree the revised budget

This was proposed by the Chairman and unanimously approved.

**15/35      PROPOSED FEES & CHARGES**

Members discussed the details within the report. Debate was carried out with regard to charging for the kitchen. However it was agreed that the fees should remain as they are at present. Therefore

The Committee  
RESOLVED

To agree the Fees and Charges as detailed within the report.

This was proposed by the Chairman and unanimously approved.

**15/36      DRAFT CAPITAL AND REVENUE BUDGET FOR 2016-17**

Members considered the details within the report. The Clerk explained that whilst the expenditure was greater than income for next year, no account had been made for the income generated from hiring the Common Room. It was also noted that there may be additional expenditure for additional cleaning and supplies for the two new spaces.

The Clerk advised that in total over £85000 would have been spent on the War Memorial Hall, which left a balance of £3818. Members should therefore consider putting in a bid for capital reserves to start to build up the fund for maintenance of the hall. She also confirmed that currently there was £7750 in the capital fund for the refurbishment of the Bullsland Hall.

The Committee  
RESOLVED

To agree the revenue budget for 2016/17

To put in a bid for an additional £15000 from the capital budget towards future refurbishment of the War Memorial Hall.

**15/37      CLOSE**

The meeting having commenced at 7.30 pm, closed at 9.29 pm

**Signed ..... Have not been checked.....      Date .....**

These minutes were agreed as a true and correct record and signed by the Chairman.

**Signed .....      Date .....**