

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 17th MARCH 2020

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Road Hatchings – Still awaiting drier conditions to start the hatchings.

Bin Store – The earth has been dug out where the tree was and the construction of a bin store using fencing products will commence once the weather dries up.

The additional set of new chairs were delivered Tuesday 3rd March and are being stored in the back changing room. The new trolley has been delivered and is being stored in the storeroom. The remaining chairs will be stored in the cellar, and the storage unit will be taken down and removed from the hall.

A toilet seat was broken recently, and four replacement seats have been ordered. The faulty toilet seat has been replaced by caretaker.

A locked door has been put around the hi fi system to stop hirers removing the cables.

All the spotlights have been put back up and 5 out of 6 are working, one has an electric or cabling fault which needs to be looked at.

The dimmer switch in the hall has been replaced.

The two caretakers that do the weekends will now do alternate weekends.

For Information

BULLSLAND HALL –

One of the hirers of the hall is finding the increase in charges hard to incur as their charges for all their insurances are increasing. They are asking if there is any way the charges could be looked at.

For Decision

- On Friday 7 February the company will be in to fully sand back the floor to the bare blocks
- Supply and fit damaged cork expansion strip as detailed above

- Apply 1 coat Junckers base coat Prime
- Apply 2 coats Junckers HP Sports lacquer

Having been up to check the floor it looks brand new and really good, see attached photo.



64 Knitted elastic Non-slip furniture socks have been ordered for the chairs to protect the floor. These have now been placed on all the chairs.

New distribution board with surge protective device has been installed to comply with the recent 18th edition requirements. Additional electrical work has been carried out to ensure that the certification of the site meets current standards.

For Information

COMMON ROOM

The side door opening mechanism is not working correctly. The fault has now been rectified.

Common Room Signage – Delivery received of signage and now installed.

New bulbs have been ordered and installed for the wall lights, at the specific request of Cllr Kipps.

For Information

HOLLYBUSH –

Supplied and installed 1 x 14 useable ways 18th edition distribution board with surge protective device installed to comply with the recent 18th edition requirements. Additional electrical works have been carried out to meet new requirements.

For Information

GENERAL – Nothing to report.

Detailed Income & Expenditure by Projected Budget Heading 31/12/2019

Month No: 10

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	230	260	30			88.4%
1900 Miscellaneous Income	916	616	(300)			148.7%
General Administration :- Income	6,146	5,911	(235)			104.0%
4000 Salaries	18,722	29,000	10,278		10,278	64.6%
4020 Inc Tax & NI	3,039	6,550	3,511		3,511	46.4%
4030 Superannuation	7,125	10,150	3,025		3,025	70.2%
4055 Travelling Expenses	510	845	335		335	60.4%
4056 Mobile Phones	205	360	155		155	56.9%
4060 Consumables	694	1,000	306		306	69.4%
4065 Hand Drier & Sanitary Costs	1,606	1,950	344		344	82.4%
4080 Insurance	1,445	2,200	755		755	65.7%
4085 Licence Costs	1,670	1,580	(90)		(90)	105.7%
4090 Trade Refuse Costs	1,912	1,878	(34)		(34)	101.8%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	20	50	30		30	40.0%
4115 Audit Fees	200	400	200		200	50.1%
4120 Post & Stationery	93	425	332		332	22.0%
4125 Computer Services	1,420	1,420	0		0	100.0%
4130 Health & Safety	1,098	1,100	2		2	99.9%
4135 Advertising	0	500	500		500	0.0%
4155 Hall Cleaning	50	100	50		50	50.0%
4500 RBL Charges	300	300	0		0	100.0%
4900 Miscellaneous Expenditure	451	200	(251)		(251)	225.3%
General Administration :- Indirect Expenditure	40,562	60,168	19,606	0	19,606	67.4%
Net Income over Expenditure	(34,416)	(54,257)	(19,842)			
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	33,389	40,000	6,611			83.5%
1210 Common Room Lettings	6,842	10,000	3,158			68.4%
1900 Miscellaneous Income	1,093	1,000	(93)			109.3%
2000 Refund of Election Expenses	8,231	0	(8,231)			0.0%
War Memorial Hall :- Income	49,555	51,000	1,445			97.2%
4150 Rates	1,331	1,525	194		194	87.3%

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Detailed Income & Expenditure by Projected Budget Heading 31/12/2019

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4155 Hall Cleaning	70	460	390		390	15.2%
4160 Hall Maintenance	4,693	4,220	(473)		(473)	111.2%
4165 Minor Improvements	360	1,000	640		640	36.0%
4201 War Memorial Gas	2,616	3,500	884		884	74.8%
4202 War Memorial Electricity	1,013	2,200	1,187		1,187	46.0%
4203 War Memorial Water	537	520	(17)		(17)	103.2%
4204 War Memorial Telecoms	1,182	1,340	158		158	88.2%
4900 Miscellaneous Expenditure	300	350	50		50	85.7%
War Memorial Hall :- Indirect Expenditure	12,101	15,115	3,014	0	3,014	80.1%
Net Income over Expenditure	37,454	35,885	(1,569)			
300 Bullsland						
1300 Bullsland Lettings	4,820	6,000	1,180			80.3%
Bullsland :- Income	4,820	6,000	1,180			80.3%
4150 Rates	155	180	25		25	86.0%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	790	1,000	210		210	79.0%
4165 Minor Improvements	76	250	174		174	30.3%
4301 Bullsland Gas	154	500	346		346	30.8%
4302 Bullsland Electricity	234	400	166		166	58.4%
4303 Bullsland Water	159	250	91		91	63.6%
4304 Bullsland Telecoms	263	450	187		187	58.3%
Bullsland :- Indirect Expenditure	1,830	3,230	1,400	0	1,400	56.7%
Net Income over Expenditure	2,990	2,770	(220)			
400 Hollybush						
1400 Hollybush Lettings	20,000	20,000	0			100.0%
Hollybush :- Income	20,000	20,000	0			100.0%
4150 Rates	175	240	65		65	72.8%
4160 Hall Maintenance	292	1,000	708		708	29.2%
4402 Hollybush Electricity	1,041	1,550	509		509	67.2%
4403 Hollybush Water	138	200	62		62	68.8%
Hollybush :- Indirect Expenditure	1,646	2,990	1,344	0	1,344	55.0%
Net Income over Expenditure	18,354	17,010	(1,344)			
Village Hall Trust :- Income	80,521	82,911	2,390			97.1%
Expenditure	56,139	81,503	25,364	0	25,364	68.9%
Movement to/(from) Gen Reserve	24,382					

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Detailed Income & Expenditure by Projected Budget Heading 31/12/2019

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	80,521	82,911	2,390			97.1%
Expenditure	56,139	81,503	25,364	0	25,364	68.9%
Net Income over Expenditure	24,382	1,408	(22,974)			
Movement to/(from) Gen Reserve	24,382					

Committee	Committee 4 Year Plan Item	Description	Strategic Objective Scoring (3 = high alignment, 2 = medium alignment, 1 = low alignment)				Overall Scoring	Elevate to CWPC 4 Year Plan	Priority	Notes
			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	2	3	9	N	n/a	Committee members to review relevant section of CWPC website and send feedback to Councillor Rosario who will summarise ahead of next WMH Committee meeting
Village Halls	Maintenance Refurbishment programme	a) To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. b) Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient i.e. are they given enough time to carry out the tasks/cleaning required. c) Devise schedule for regular deep clean of white goods e.g. fridge, freezer, oven etc	3	2	2	3	10	Y	3	a) Michelle has compiled a spreadsheet detailing items to be checked. Weekly inspections now produce a list of jobs to be done. The grease trap at Bullisland Hall is now emptied weekly by Len to stop any further blockages. This item can now be closed b) Item b now closed c) Cleaning schedule has now been devised so this item can be closed
Village Halls / Open Spaces	Parking	Parking may not suitable for all visitors, establish what can be done to improve things (Village Halls) Look at products that can improve the permissive parking area surfaces (Open Spaces)	3	2	1	3	9	N	n/a	Steps down from car park to road have been relaid by the rangers so this item can be closed. Open Spaces Committee are looking at what can be done in respect of improving the surface of the car park - 2 quotes of circa #50k have been received so now speaking with our regular contractors with a view to getting a quote that can be reviewed by O/S Committee. Yvonne has asked Phil Williams at TRDC to investigate whether the single street light adjoining the car park can be converted to a double to provide more illumination for the car park - Herts Highways are reviewing this and will provide a quote that can either be paid from Phil Williams Locality Budget or CWPC might have to pay. Yvonne chasing this up.
P&R	South Lodge Refurb	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.	3	2	3	2	10	Y	1	Priority given issues with current building and lack of suitable replacement accommodation 03/12 Update - no response from TRDC
P&R	Requisition of Assets	That a working party 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.	3	1	2	1	7	N	n/a	Can be handled at committee level
P&R	Strategic / Succession Planning	That the Council look at the strategic and succession planning for replacement of expertise within the council	1	3	3	1	8	Y	2	Need a proactive succession plan to ensure consistency and success of CWPC going forwards, need to de risk any "single points of failure / over reliance on any one individual" 03/12 Update: Councillors to provide ideas to Yvonne prior to the next P&R meeting
Open Spaces	Investigation of a Nature trail & Signage on the Common	An informal Nature trail on the Common – feasible and/or in demand Look at the improvements to all signage on the Common	2	2	2	2	8	N	n/a	Recommend item is closed as nature trail and improved signage now in place
Open Spaces	Copmans Wick Allotment Improvements	Look at dumping/access and security of site	1	3	2	1	7	N	n/a	Can be handled at committee level
Planning	Footpaths	The Committee would like to request a footpath down from Highfield Way down Berry Lane through Pheasant Wood towards Valley Road	2	2	1	2	7	N	n/a	No scoring provided so Cllr Rosario entered scores as part of September Review of 4 Year Vision Item can be handled at committee level