

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 18th May 2021

Agenda item 2

SECRETARY'S REPORT

WAR MEMORIAL HALL

Len Smith has decided to take on any additional hours at the War Memorial Hall since the loss of the other caretaker.

The cleaner has agreed to come back to clean the War Memorial Hall

The rates charge on the web page has now been changed to Fees and Charges.

When the contracts of hire are sent out the bookings checklist is attached. On the checklist is states:

FOR ANY HALL BOOKING WHERE THE PARISH COUNCIL'S FACILITIES/EQUIPMENT ARE USED THERE WILL BE A £25.00 SANITISING CHARGE APPLIED.

In view of the easing of the COVID restriction do the Committee members feel that the above wording to be kept on the checklist sheet?

A new internet hub will be placed in the War Memorial Hall on the 14th May, 2021.

BULLSLAND HALL

The dimensions of the hall are now on the Webpage.

The caretaker advised that the blinds in the hall were not functioning correctly. A meeting with the caretaker at the hall was arranged to look at the problem with the blinds.

The blind company were contacted and advised of the issues. An engineer was booked to come out to the hall to review the problem. The engineer came out on Monday 14th June and fixed the problem whilst at the time.

COMMON ROOM

The projector and hi fi equipment were checked and all the equipment is ready for hirers.

HOLLYBUSH

Hollybush Montessori use the Hollybush Hall to run their nursery school during the week.

The owner has requested that the Committee consider a reduction in the rent for the final quarter as the Nursery lost a number of children who did not feel safe to return during the lockdown, subsequently the nursery were not able to charge them resulting in a loss of income to the Hollybush Montessori School.

Information has been requested to find out how many children dropped out and the financial impact on the business.

GENERAL

Cllr Raj Khiroya would like to discuss raising the Halls profile to remind the public what wonderful assets the residents have on their doorstep and would like to discuss how to market the halls following the prolonged closures.

The Clerk applied for a Business Restart Grant from TRDC for the village Halls and we are delighted to advise that £8,000 has been forwarded to the Village Hall trust.

The new booking system is up and running and members of the public can view availability live availability on the Parish Council website.

Detailed Income & Expenditure by Budget Heading 01/04/2021

Month No: 3

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	18,000	10,000	(8,000)			180.0%
1500 RBL Recharge	0	305	305			0.0%
General Administration :- Income	18,000	10,305	(7,695)			174.7%
4000 Salaries	3,649	30,467	26,818		26,818	12.0%
4020 Inc Tax & NI	525	6,750	6,225		6,225	7.8%
4030 Superannuation	1,201	10,450	9,249		9,249	11.5%
4055 Travelling Expenses	100	870	770		770	11.5%
4056 Mobile Phones	35	360	325		325	9.7%
4060 Consumables	551	1,000	449		449	55.1%
4065 Hand Drier & Sanitary Costs	0	1,990	1,990		1,990	0.0%
4080 Insurance	0	2,295	2,295		2,295	0.0%
4085 Licence Costs	0	1,625	1,625		1,625	0.0%
4090 Trade Refuse Costs	963	2,040	1,077		1,077	47.2%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	6	50	44		44	12.0%
4115 Audit Fees	0	425	425		425	0.0%
4120 Post & Stationery	0	425	425		425	0.0%
4125 Computer Services	0	1,495	1,495		1,495	0.0%
4130 Health & Safety	0	1,000	1,000		1,000	0.0%
4135 Advertising	0	500	500		500	0.0%
4155 Hall Cleaning	0	200	200		200	0.0%
4500 RBL Charges	0	155	155		155	0.0%
4900 Miscellaneous Expenditure	0	200	200		200	0.0%
General Administration :- Indirect Expenditure	7,030	62,457	55,427	0	55,427	11.3%
Net Income over Expenditure	10,970	(52,152)	(63,122)			
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	4,288	41,200	36,912			10.4%
1210 Common Room Lettings	130	10,000	9,870			1.3%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	4,418	52,200	47,782			8.5%
4150 Rates	0	1,570	1,570		1,570	0.0%
4155 Hall Cleaning	70	575	505		505	12.2%
4160 Hall Maintenance	82	4,440	4,358		4,358	1.8%
4165 Minor Improvements	0	1,000	1,000		1,000	0.0%

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Detailed Income & Expenditure by Budget Heading 01/04/2021

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	1,374	3,675	2,301		2,301	37.4%
4202 War Memorial Electricity	831	2,200	1,369		1,369	37.8%
4203 War Memorial Water	0	1,520	1,520		1,520	0.0%
4204 War Memorial Telecoms	269	1,410	1,141		1,141	19.1%
4900 Miscellaneous Expenditure	0	350	350		350	0.0%
War Memorial Hall :- Indirect Expenditure	2,626	16,740	14,114	0	14,114	15.7%
Net Income over Expenditure	1,792	35,460	33,668			
<u>300 Bullsland</u>						
1300 Bullsland Lettings	1,329	6,000	4,671			22.2%
Bullsland :- Income	1,329	6,000	4,671			22.2%
4150 Rates	0	190	190		190	0.0%
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	121	500	379		379	24.2%
4302 Bullsland Electricity	57	400	343		343	14.3%
4303 Bullsland Water	0	250	250		250	0.0%
4304 Bullsland Telecoms	0	475	475		475	0.0%
Bullsland :- Indirect Expenditure	178	3,265	3,087	0	3,087	5.5%
Net Income over Expenditure	1,151	2,735	1,584			
<u>400 Hollybush</u>						
1400 Hollybush Lettings	7,500	20,000	12,500			37.5%
Hollybush :- Income	7,500	20,000	12,500			37.5%
4150 Rates	0	255	255		255	0.0%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4402 Hollybush Electricity	139	1,550	1,411		1,411	9.0%
4403 Hollybush Water	0	200	200		200	0.0%
Hollybush :- Indirect Expenditure	139	3,005	2,866	0	2,866	4.6%
Net Income over Expenditure	7,361	16,995	9,634			
Village Hall Trust :- Income	31,247	88,505	57,258			35.3%
Expenditure	9,973	85,467	75,494	0	75,494	11.7%
Movement to/(from) Gen Reserve	21,274					

Detailed Income & Expenditure by Budget Heading 01/04/2021

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	31,247	88,505	57,258			35.3%
Expenditure	9,973	85,467	75,494	0	75,494	11.7%
Net Income over Expenditure	21,274	3,038	(18,236)			
Movement to/(from) Gen Reserve	21,274					