

**CHORLEYWOOD PARISH COUNCIL**

**CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING**  
**TUESDAY 21<sup>st</sup> JANUARY, 2014**

Agenda item 5

**SECRETARY'S REPORT**

**CHORLEYWOOD PRESENTS.....**

Chorleywood Presents.... Will now go ahead on Saturday 15<sup>th</sup> February, 2014. All users have been informed and artwork and participation details are coming in.

Help from Councillors will be required for this day and evening.

**CADS**

We have received an e-mail from CADS advising that they will not be going ahead with their March production mainly due to the hiring costs of the hall.

The rise in the costs of hiring the Memorial hall has influenced our decision. The total bill for October 2013 was £1215 plus £75 for the drinks licence. The previous year we paid £831.10. When I queried the increase I was told there had been 2 price rises in between the 2 dates, mainly for the weekend rates as you are having to pay the caretaker double time for weekends

	Mar-12	Oct-13	% Increase
Monday to Friday after 6.00pm	£16.90	£22	77
Saturday and Sunday before 6.00pm	£12.80	£25	51
Saturday and Sunday after 6.00pm	£17.50	£25	70

As our hire periods are mainly in the evenings the increase made a significant effect on our costs last year. There were also issues with the lighting in the hall and missing border curtains:

1. **Lighting** – Can someone confirm (in writing) the **max current** available on each socket on the FOH bar and on the stage as this dictates how many lights we can put on a circuit without risking a fire – possibly in the roof space ? Where are the cables?
2. **Lighting – The Councils lights on the FOH bar** – Four of the six lights have parts missing that limit their use (Barn doors). Also one of the six circuits (that's almost 20%!) is not working.
3. **Stage** -Missing **border curtains** should be replaced to stop anyone sitting in the first 10 rows from gazing at the scaffolding and lighting poles on the stage. The bars that used to carry the two border curtains and the lighting bar are still there, although they have been moved upstage. However there is no sign of the curtain material itself.

We (CADS) could offer to provide the labour to the Council as you are trying to make the hall more attractive to hirers if you would pay for the materials? A platform might need to be hired to safely do the work.

So apologies for not being able to go ahead with the March booking and I am glad to hear you have other people wanting the space then. We still want the November booking but will have to look for cheaper options for March.

Members are asked to consider the above and decide on the way forward. CADS have made various suggestions in the past regarding the lighting which have been followed through, however officers are not experts and Members may wish to consider getting more professional advice.

**For Decision**

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**SLEEP OVER**

We have received a request from Chorleywood Bookshop who have the hall booked for Chorleywood Children's Literary festival over the weekend of 8<sup>th</sup> and 9<sup>th</sup> March, 2014. They have been contacted by the Brownie leader to see if it would be possible for the Brownies to have a sleepover in the hall on this night. They would be abiding by the Brownie rules and have the correct number of adults to children, etc.

**For Decision.**

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**Indoor Market**

The next Indoor Market will take place on Saturday 15<sup>th</sup> March, 2014 and work is starting on this event. The last event received positive feedback but there were comments about the attendance numbers. It is therefore suggested that more effort may need to be made with regard to publicity. It is suggested that the spring edition of Chorleywood Matters could be issued around this time which could advertise the event at no additional cost.

**For Decision**

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**Maintenance**

The floor of the hall was thoroughly polished over the Christmas period.

**For Information.**

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We have unfortunately lost our Badminton Group on a Friday morning due to the rising costs of the hire of the hall. They have returned to William Penn which is charging £8.50 for an hour and a half.

**For Information**

There was nothing to report for the Hollybush or Bullsland Halls

# Chorleywood Village Halls

## Financial Budget Comparison

Agenda item 6

Comparison between 01/04/13 and 14/01/14 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/13

		2013/14	Rev 2013/2014	Actual Net	Balance
<b>Chorleywood Village Halls</b>					
<b>Income</b>					
30	WMH Lettings	£30,360.00	£30,360.00	£21,365.36	-£8,994.64
31	Bullsland Lettings	£9,420.00	£9,420.00	£7,315.03	-£2,104.97
32	Hollybush Lettings	£2,200.00	£2,200.00	£1,399.00	-£801.00
33	Other	£0.00	£0.00	£613.00	£613.00
34	Grants	£19,800.00	£19,800.00	£19,800.00	£0.00
35	Bank Interest Current Account	£12.00	£12.00	£21.45	£9.45
36	Indoor Market	£0.00	£500.00	£422.10	-£77.90
	<b>Total Income</b>	<b>£61,792.00</b>	<b>£62,292.00</b>	<b>£50,935.94</b>	<b>-£11,356.06</b>
<b>Expenditure</b>					
300	Salaries	£25,250.00	£25,250.00	£17,380.46	£7,869.54
301	Income Tax & NI	£6,060.00	£6,060.00	£3,626.02	£2,433.98
302	Superannuation	£6,300.00	£7,400.00	£5,521.94	£1,878.06
303	Travelling Expenses	£750.00	£750.00	£553.33	£196.67
304	Rates	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,325.00	£6,325.00	£1,815.50	£4,509.50
306	Bullsland Services	£1,170.00	£1,170.00	£419.07	£750.93
307	Hollybush Services	£520.00	£520.00	£225.45	£294.55
308	Audit	£350.00	£350.00	£180.00	£170.00
309	Consumables	£900.00	£900.00	£278.72	£621.28
311	Hall Cleaning	£700.00	£700.00	£300.22	£399.78
312	Hall Maintenance	£4,000.00	£4,000.00	£1,241.25	£2,758.75
313	Hand Drier & Sanitary Rental	£1,520.00	£1,475.00	£1,474.19	£0.81
314	Insurance	£1,800.00	£1,977.00	£1,977.00	£0.00
315	Licences	£1,420.00	£1,420.00	£1,292.04	£127.96
316	Minor Improvements	£1,000.00	£1,000.00	£0.00	£1,000.00
317	Miscellaneous	£200.00	£200.00	£310.07	-£110.07
318	Post & Stationery	£400.00	£400.00	£160.75	£239.25
319	Trade Refuse	£1,425.00	£1,425.00	£1,091.84	£333.16
320	Affiliation Fee CDA	£35.00	£35.00	£0.00	£35.00
321	Annual Safety Inspection	£110.00	£110.00	£0.00	£110.00
322	Bank Charges	£50.00	£50.00	£12.00	£38.00
323	Computer Services	£1,265.00	£1,265.00	£1,265.00	£0.00
324	Health & Safety	£500.00	£500.00	£285.47	£214.53
325	Indoor Market	£0.00	£50.00	£0.00	£50.00
	<b>Total Expenditure</b>	<b>£62,050.00</b>	<b>£63,332.00</b>	<b>£39,410.32</b>	<b>£23,921.68</b>

**CHORLEYWOOD PARISH COUNCIL**

**CHORLEYWOOD VILLAGE HALLS TRUST**

**Agenda Item 7.**

**Date: TUESDAY 21<sup>st</sup> JANUARY, 2014**

**Subject: PROPOSED FEES AND CHARGES**

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**Committee Member:**

**Officer Contributors:** Treasurer and Secretary

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Hall fees comparison sheet

**Contact for further information:** Clerk,

**1.RECOMMENDATIONS**

1.1 That the Committee agree the fees and charges for all three halls for the 2014/15 municipal year.

**2. RELEVANT PREVIOUS DECISIONS**

2.1 Policy and Resources Minute 13/28  
The Committee

**RESOLVED**

That each Committee should look at its budgets and calculate ‘ the worst case scenario’ for each budget head, taking the inflation rate of 3%. Income should also be increased by 3%. Once all the figures have been calculated this Committee would look at the figures a recommend a budget to Full Council

In the past the fees and charges have been increase by RPI which was at 3%

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

**4. RISK MANAGEMENT ISSUES**

4.1 The current deficit in the budget will need to be addressed and an increase in fees and charges should carefully be considered to allow for growth but not to loose hirers due to high fees.

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 By keeping the rates the same it is likely that the deficit balance on the halls will increase.

**6. LEGAL ISSUES**

Nil

## 7. BACKGROUND INFORMATION

### Current Fees and Charges - War Memorial Hall

<b>Events – Per Hour</b>	<b>Monday – Friday Up to 6.00pm</b>	<b>Monday – Friday After 6.00pm</b>	<b>Saturday and Sunday</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Function Rate	23.00	27.50	30.25
Group Rate	16.50	22.00	25.00
Classes	18.20	23.70	28.00
Commercial	40.00	42.00	45.00
Concerts/Filming, bank Holidays, Amateur Dramatics, Weddings	Price on application	Price on application	Price on application

### Proposed Fees and Charges for 2014/2015 - From 1<sup>st</sup> April, 2014

<b>Events – Per Hour</b>	<b>Monday – Friday Up to 6.00pm</b>	<b>Monday – Friday After 6.00pm</b>	<b>Saturday and Sunday</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Function Rate	<b>23.70</b>	<b>28.35</b>	<b>31.25</b>
Group Rate	<b>17.00</b>	<b>22.70</b>	<b>25.75</b>
Classes	<b>18.75</b>	<b>24.40</b>	<b>29.00</b>
Commercial	<b>41.20</b>	<b>43.30</b>	<b>46.50</b>
Concerts/Filming, bank Holidays, Amateur Dramatics, Weddings	Price on application	Price on application	Price on application

Alcohol Licence - £25.00

The charges from 01/04/13 are:-

### Current Fees and Charges - Bullsland Hall

<b>Events – Per Hour</b>	<b>Monday – Friday Up to 6.00pm</b>	<b>Monday – Friday After 6.00pm</b>	<b>Saturday and Sunday</b>
	<b>2013</b>	<b>2013</b>	<b>2013</b>
<b>Rate</b>	<b>£13.75</b>	<b>£16.50</b>	<b>£19.00</b>

### Proposed Fees and Charges for 2014/2015 - From 1<sup>st</sup> April, 2014

<b>Events – Per Hour</b>	<b>Monday – Friday Up to 6.00pm</b>	<b>Monday – Friday After 6.00pm</b>	<b>Saturday and Sunday</b>
	<b>2013</b>	<b>2013</b>	<b>2013</b>
<b>Rate</b>	<b>£14.15</b>	<b>£17.00</b>	<b>£19.60</b>

### WRVS

**Current Basis Rate = £8.00 per hour - Revised rate - £8.25 per hour**  
**Lunch Club Rate = £10.00 per hour Revised rate - £10.30 per hour**

### HOLLYBUSH HALL

**Current Hire Charge - £13.00 per hour Revised Hire Charge £13.50**

**CHORLEYWOOD PARISH COUNCIL**

**CHORLEYWOOD VILLAGE HALLS COMMITTEE MEETING**

**Agenda Item 8.**

**Date: TUESDAY 21<sup>ST</sup> JANUARY 2014**

**Subject: CAPITAL AND REVENUE BUDGET 2014-15**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt Clerk,

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Appendix 1 Draft Budget,

**Contact for further information:** Clerk

**1. RECOMMENDATIONS**

1.1 That the Committee agree the draft budget for 2014 – 2015

**2. RELEVANT PREVIOUS DECISIONS**

2.1 Policy and Resources Minute 13/28  
The Committee

**RESOLVED**

That each Committee should look at its budgets and calculate ‘ the worst case scenario’ for each budget head, taking the inflation rate of 3%. Income should also be increased by 3%. Once all the figures have been calculated this Committee would look at the figures a recommend a budget to Full Council

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1

**4. RISK MANAGEMENT ISSUES**

4.1 Nil

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 Income has been raised by 3%

5.2 The Job Descriptions of all staff are currently being evaluated therefore there may be cost implications not included in the draft budget which are currently not taken into account.

**6. LEGAL ISSUES**

6.1 Nil

**7 BACKGROUND INFORMATION**

7.1 The draft budget assumes that the Committee have agreed the draft fees and charges.

- 7.2 Income from the War Memorial Hall has remained static this year, there will potentially be a small shortfall in income but this can be offset against a reduction in expenditure.
- 7.3 Expenditure on Salaries, has not taken into account any future changes to the Job evaluations currently taking place.
- 7.4 Superannuation has been increased to take into account the new legislation,
- 7.5 All other items have been increased by 3% or in fact stayed the same.
- 7.6 The current deficit in the revenue budget is therefore £1,190, members need to decide to either cut expenditure or to ask the Council to increase the grant funding by more than the 3% precedent to make up the short fall in income.
- 7.7 This gives at total deficit of £1190 for this Committee excluding any additional staffing costs.

# Chorleywood Village Halls

## Draft Budget for 2014-15

Appendix 1

Comparison between 01/04/13 and 14/01/14 inclusive. Includes due and unpaid transactions.  
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34	Grants	£19,800.00	£19,800.00	£0.00	£20,000.00
35	Bank Interest Current Account	£12.00	£21.45	£9.45	£25.00
36	Indoor Market	£0.00	£422.10	£422.10	£800.00
<b>Total Income</b>		<b>£61,792.00</b>	<b>£50,935.94</b>	<b>-£10,856.06</b>	<b>£63,085.00</b>
<b>Expenditure</b>					
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315	Licences	£1,420.00	£1,292.04	£127.96	£1,460.00
316	Minor Improvements	£1,000.00	£0.00	£1,000.00	£1,000.00
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319	Trade Refuse	£1,425.00	£1,091.84	£333.16	£1,470.00
320	Affiliation Fee CDA	£35.00	£0.00	£35.00	£35.00
321	Annual Safety Inspection	£110.00	£0.00	£110.00	£115.00
322	Bank Charges	£50.00	£12.00	£38.00	£50.00
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