

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 28th JULY 2009**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr R Kipps (ex officio)

Members: - * Cllr Eve
* Cllr Liley
* Cllr K Morris
Cllr Mrs Mytom-Hart
Cllr Mrs L Smith
Cllr Mrs S Stibbs
* Cllr Mrs Worrall (ex officio)

Also in attendance: Mr S Manson - Surveyor
*Major Philpot – Royal British Legion
*Mrs Y Merritt – Treasurer
*Mrs M Putman - Secretary

*Denotes member present

Also in attendance Cllrs Green and Mrs Hayward and Watkins,

There were two members of the public present

Since the last meeting Cllr Kipps has become Vice Chairman of the Council for the purpose of this meeting standing order 19.4 was suspended to allow him to continue to take the chair.

09/09 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Mytom Hart

09/10 DECLARATION OF INTEREST

Cllr Worrall declared a personal interest in minute number 09/13 regarding the Sound System for the War Memorial Hall.

09/11 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 19th May 2009 be approved as a true and correct record.

09/12 MATTERS ARISING

09/07 Management of the Village Halls The Chairman advised that he would be calling a meeting with the Working Party to look at the management of the halls in the near future.

09/13 SECRETARY'S REPORT

The reports relating to the Hollybush and Bullsland halls and the Royal British Legion Hall were noted.

WAR MEMORIAL HALL

The Chairman welcomed Chris Martin and John Worrall who had kindly put together the report relating to the equipment required to update the sound system in the War Memorial Hall. Mr Martin advised the Committee that he had inspected the current system, which would benefit from an additional two hanging mics, three floor mics and a six channel mixing desk. All the equipment would be wireless and would take a few hours to set up. Mr Martin had also volunteered to set up the equipment free of charge. It was suggested however that the Council pay an honorarium to cover the time taken to produce the report, visiting the site and setting up the equipment accordingly.

The Committee
RESOLVED

That a sound system be purchased

This was proposed by Cllr Eve, seconded by Cllr Morris and carried six in favour with one abstention from Cllr Worrall who had already declared an interest.

Mr Martin was asked to recommend a manufacturer and the equipment required, and

The Committee
RESOLVED

That a budget of £800 from the Minor Improvements Budget be set aside for the new sound system as recommended, all of which was to be purchased from Dolphin Music.

This was proposed by Cllr Morris, Seconded by Cllr Liley and carried six in favour with one abstention from Cllr Worrall who had already declared an interest.

09/14 TREASURER'S REPORT

The Committee
RESOLVED

To note the report

09/15 ROLE OF THE CARETAKER AND ACTION PLAN FOR THE FUTURE OF THE VILLAGE HALLS

The Chairman advised that contents of this report gave Members the opportunity to get involved with the running of the Village Halls and make a positive impact to the future of the halls. It was now necessary to carry out risk assessments and hold an asset register for the halls and that the Clerk would, in the near future be contacting Members to come to the halls at appointed times and help carry out these processes.

The role of the caretaker was discussed and whilst it was appreciated that the two caretakers that were currently employed did an extremely good job the current employment system was vulnerable.

The Committee
RESOLVED

That the Clerk contacts other Parish and Town Councils through the HAPTC website to investigate how other parishes employed caretakers for their village halls. A report would then be produced for the next meeting.

This was proposed by Cllr Worrall, seconded by Cllr Liley and unanimously approved.

The stage steps were discussed and

The Committee

RESOLVED

That due to health and safety implications work to the stage steps be carried out as soon as was practical as outlined in the report at a cost of £750.00, which would be taken from the Hall Maintenance budget.

This was proposed by Cllr Liley, seconded by Cllr Worrall and carried six in favour with one abstention.

The terms and conditions of hire were discussed and

The Committee

RESOLVED

That the Working Party dealing with the Management of the Village Halls also look at the terms and conditions of hire.

That the Clerk issue copies of the terms and conditions to all members to enable them to make comments to the Working Party.

09/16 **CLOSE**

The meeting having commenced at 7.30pm, closed at 8.21m

The Committee Chairman has agreed these minutes.

Signed **Date**

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

Signed **Date**