
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 17th MAY 2011**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr R Kipps

Members: - * Cllr M Green
* Cllr Mrs Hayward (ex officio)
* Cllr Miss P Howell
* Cllr R Khiroya
Cllr K Morris
* Cllr Mrs A Preedy
* Cllr Mrs L Sutherland (ex officio)
* Cllr S Watkins

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

*Denotes member present

Also present was: Cllr Mrs J Worrall

Cllr Mrs V Lantree joined the meeting at 7.40pm

11/001 APOLOGIES FOR ABSENCE

There was one apology for absence received from Cllr K Morris

11/002 DECLARATION OF INTEREST

There were no declarations of interest received.

11/003 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 17th May 2011, were approved as a true and correct record.

11/004 MATTERS ARISING

There were no matters arising

11/005 **SECRETARY'S REPORT**

War Memorial Hall

The speaker system - the Committee considered the complaints about the PA system. The Committee felt that this should be looked at by someone more qualified.

The Committee
RESOLVED

That a day be organised for a trial run of the system, with a sound engineer.

The cutlery baskets in the hall

The Committee
RESOLVED

That the cutlery continues to be put in the grey cutlery pots separately rather than trays that are too heavy to carry.

Bullsland Hall

Members of the Committee considered the letter received from the WRVS regarding the heating / hot water break down.

The Committee
RESOLVED

That whilst the Officers had done everything in their power to contain the situation a letter of apology should be sent to the WRVS.

Hollybush Hall

The Committee considered the letter received from a hirer regarding bookings of a similar nature.

The Committee
RESOLVED

That the deposit cheque be cashed and if this has already been cancelled then a letter is sent to the hirer requesting payment by return and advising that there will be no refund.

11/006 **TREASURER'S REPORT**

The Committee
RESOLVED
To note the report

11/007 **FIVE YEAR PLAN**

Access to both the British Legion Hall and the Hollybush Hall as an education centre for visitors using the Common.

The Committee felt that the Surveyor needs to survey both halls and consider any options for making a disabled access to both halls.

It was suggested that the Committee look into running educational courses in the halls for residents and non-residents. It was suggested that the Committee look into this proposal and if appropriate details be put on the website and send out flyers.

The Committee

RESOLVED

That the Surveyor inspects the area for disabled access and reports back to this Committee.

British Legion.

Major Philpot advised the Committee that the entrance door and the exterior of the hall needs tidying up.

It was decided that the door and exterior of the hall required a coat of paint and that a working party of Councillors be set up to look at the remedial work required.

11/008 CLOSE

The meeting having commenced at 7.05 pm, closed at 8.07 pm

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**