
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 12th JULY 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 members present

Also present was: Cllr Mrs Jarrett and Mrs Worrall
There were four members of the public present
Cllr Miss Howell joined the meeting at 7.40pm

11/009 APOLOGIES FOR ABSENCE

There was one apology for absence received from Cllr Mrs Hayward

11/010 DECLARATION OF INTEREST

There were no declarations of interest received.

11/011 APPROVAL OF THE MINUTES

Subject to the changes made a Full Council the Committee
RESOLVED

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

11/012 MATTERS ARISING

The Chairman thanked the three Councillors for providing the paint and painting the doors at the Royal British Legion.

Major Philpot from the Royal British Legion thanked the Committee for painting the doors and also for the free hire of the War Memorial Hall for their 90th Anniversary celebration. Major Philpot advised that £300 was raised from the raffle which had gone towards the poppy appeal.

11/005 - The sound system was discussed and it was agreed that the fault was probably due to the setup of the sound panel. It was agreed that the people who had originally set up the system be called back to look at the problem. Cllr Mrs. Worrall agreed to arrange this.

11/013

SECRETARY'S REPORT

War Memorial Hall

Use of Candles – The Committee considered the request from a hirer to use candles in the War Memorial Hall.

The Committee

RESOLVED

That due to Health and Safety and insurance reasons that the terms and conditions set out in the hirers agreement should be adhered to.

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

Pantomime – The cost of hiring the hall was considered. The Secretary explained that the fees were calculated for exclusive use. Originally the hire fee had been calculated taking into account the utility charges, caretaker charges and the fact that the hall could not be hired to anyone else. These fees had remained the same for the past two years. The hourly rate described in the letter was based on usage but did not take into account the fact that the hall could not be used by anyone else during that period.

Members considered the facts and agreed that the pantomime was a community event and

The Committee

RESOLVED

That the fee of £17.07 be charged per hour for use of the hall for the pantomime.

This was proposed by Cllr Watkins, seconded by Cllr Morris and unanimously agreed.

Gas -The Secretary confirmed that the majority of the work had been carried out. There were just the brackets to be fixed by the contractor and the tape to be put on the pipes which would be carried out by the Caretaker after the contractor had carried out their work.

Antiques Fair – Members considered copies of the letters which had been sent under separate cover. The Treasurer confirmed that the painters had finished the work six days prior to the Antiques booking, and that the hall had been thoroughly cleaned. She confirmed that the curtains had not been replaced, however this did not detract from the booking as the hire was for during the day.

The Committee

RESOLVED

That as the Antique Fair had gone ahead for the September 2010 booking and the hall had been thoroughly cleaned prior to the booking the fee should stand.

Members then discussed the December Booking. The Treasurer confirmed that Members of the Committee had discussed refunds due to poor weather in the past year, and agreed not to waive charges. She also confirmed that on the day of the booking she had been at the hall and at least two of the stall holders had turned up. No notice had been received from the hirer in the office prior to the close of trade on the Friday to cancel the booking. The Treasure also confirmed that this payment was still outstanding.

Members considered the details and
The Committee

RESOLVED

To waive the fee for the December booking

To look at the winter hire cancellation fees as part of the terms and conditions of the hall

To look at producing a customer satisfaction form for each booking were faults/queries could be reported.

Earlier in the day an email had been issued to all Members advising that there was an electrical fault which was affecting the War Memorial and Royal British Legion Halls. It was thought to have occurred the previous evening with a power surge that had resulted in the hall loosing electrical supply to some of the lights and power points. The Secretary received a phone call from the Electrician during the meeting advising that two of the circuits had been affected and that the supplier had been called out to fix it as an emergency call out. The Caretaker had agreed to meet the engineer when they arrived on site. The Treasure advised that the committee would be kept up to date via email on the situation.

Cllr Khiroya advised that he had some paint left over from painting the Royal British Legion doors if it was needed at any of the venues.

Bullsland Hall

The cancellation of the SureStart booking was noted with regret.

Hollybush Hall

See 11/015

11/014 TREASURER'S REPORT

The Committee

RESOLVED

To note the report

11/015 HOLLYBUSH EDUCATION CENTRE

The Treasurer advised that this Committee had to agree in principal that the Hollybush Hall could be used as an education centre as proposed by the Open Spaces Committee before any further work could be carried out as far as costings, accessibility and possible grant funding could be investigated.

Cllr Mrs Worrall advised the Committee that the Local Strategic Partnership had funds available for education for children from areas of poverty. Whilst Chorleywood was considered an affluent area, she felt that if the Council were prepared to offer the facilities to schools outside Chorleywood it may be possible for the LSP to match fund any moneys raised for the project.

It was confirmed that if the hall was to be turned into an education centre, the hall would remain in the ownership of the Charity and would probably still be able to be used by other hirers. This Committee could also set a fee to the Open Spaces Committee for using the hall as an education centre, which could be negotiated from the fees charged by the Open Spaces Committee and funding that would be available from Higher Level Stewardship payments.

The Committee

RESOLVED

To agree in principal to allowing the Hollybush Hall to be used as an education centre, subject to costings.

This was proposed by Cllr Kipps and seconded by Cllr Khiorya and unanimously approved.

11/016 **CLOSE**

The meeting having commenced at 7.00 pm, closed at 8.13 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**