

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 15th MAY 2012**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr S Watkins

Members: - * Cllr M Green
* Cllr Miss P Howell
* Cllr R Khiroya (ex officio)
* Cllr R Kipps
* Cllr Mrs V Lantree
* Cllr K Morris
* Cllr Mrs A Preedy
* Cllr Mrs L Sutherland (ex officio)

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

*Denotes members present

12/001 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12/002 DECLARATION OF INTEREST

There were no declarations of interest received.

12/003 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 27th March 2012, (previously circulated) were approved as a true and correct record.

Cllr Khiroya joined the meeting at 7.05pm

12/004 MATTERS ARISING

The Treasurer advised the Members of the position of Cllr Kipps on the Committee. Although he was Chairman of the Chorleywood Branch of the Royal British Legion, he was on the Committee as a Parish Councillor. If any items relating to the RBL were on the agenda he would declare an interest. He advised that it was likely that in the future an independent member of the RBL may attend the meetings.

War Memorial Hall**Electrical Supply**

The Treasurer gave an update on the current situation, and advised that the Royal British Legion had been rewired as had the main hall, the only area outstanding was the final phase of the supply being the stage, kitchen and toilet areas. The two new Electricity meters and electricity boards had been ordered from the Electricity supplier and it was anticipated that all the work would be completed by the second week in June.

The National Food Hygiene Rating Scheme

The food rating scheme was explained and the Committee were made aware that as food was not supplied directly by the Parish Council a Food Hygiene Rating was not required.

Conditions of Hire

Members looked at the Conditions of Hire and generally felt that it was fit for purpose. There were perhaps a number of areas which could be elaborated upon, such as the different categories of hire. It was suggested that it may be beneficial to have a daily rate for events such as weddings. This would be looked at in the marketing strategy as part of the Four Year Vision.

War Memorial Hall 90th Anniversary

The Treasurer confirmed that the organisers of the Tea Dance had agreed to help with the 90th Anniversary celebrations. Chorleywood Mums and Surestart had also agreed to help organise the Children's Tea Party. It was felt that approximately £500 sponsorship was required to fund the two events. Cllr Khiroya kindly agreed to underwrite the two events.

It was agreed that the Tea Dance would only require decoration, whilst the Tea Party would require funding for the food, entertainer and perhaps a visit from Father Christmas.

It was agreed that Cllr Mrs Preedy would contact a catering company who may sponsor the food for the Children's Party.

Cllr Khiroya would ask the Residents Association for sponsorship

Cllr Watkins would speak to the Editor of Chorleywood Magazine for editorial and sponsorship.

That the Treasurer and Secretary would liaise with the organisers of the events. They would and try to get sponsorship for the children's entertainer and gifts from Father Christmas.

All other Members were asked to seek funding for these events, and to report back to the Treasurer, so that a report could be issued to the next meeting.

It was noted that there was no marketing budget, and whilst there had been a small profit of just over £1500 this may be required to cover the anticipated shortfall in income this year due to the postponement of the pantomime.

Maintenance Work

The report was noted

Car Parking Opposite the War Memorial Hall

The Committee were sympathetic to the letter received and noted that the steps leading from the parking area on the Common onto Common Road had been upgraded. It was noted that the Council have a Gritting Policy and that the Caretaker grits the area outside the hall and the entrance and exit ramps to the permissive parking area during bad weather. However as they did not own any parking facilities, they felt the matter was for the Open Spaces Committee to consider.

12/006 TREASURER'S REPORT

The Treasurer advised that it as previously suspected income did not reach the target forecast at the beginning of last year. This was due to the cancellation of a commercial booking and loss of a few regular hirers. However expenditure was less than anticipated. Savings had been identified which resulted in a profit of £1655 for the year. It was noted however that the Pantomime would not go ahead this year and therefore there would be an additional loss of £3000 income.

The Committee
RESOLVED
To note the report

12/007 FOUR YEAR VISION

The Chairman and Vice Chairman had prioritised the items identified at the last meeting and set targets. Each item was discussed in order of priority

1. Hollybush Education Centre – Cllr Miss Howell had carried out a site visit and drawn up a plan for the disable ramp. It was mathematically possible for the ramp to go down the side of the building, but a Surveyor was now required to do an assessment. The Secretary advised she had arranged for a site meeting by a disabled access specialist who would be able to offer advice as to the best way forward. Cllr Miss Howell agreed to attend this meeting.

Cllrs Miss Howell, Kipps and Mrs Worrall were looking at what other equipment and resources were required.

2. Relocating meeting venue for all Council Meetings – Whilst the official decision to move the meetings had not been taken by the Council the Four Year Vision identified what would need to be done. It was agreed that the telephone, internet access and projection system would be the priorities.

- 3&4 Publicity, Marketing, Productising of the Halls – it was agreed that items three and four should be combined. Many ideas has been discussed at the meeting on how to promote the halls, including the possibility of a wedding fair, Christmas bazaar, publicity at Village Day, a brochure, portfolio of photographs and advertising. It was felt that a group should be set up to revisit the whole marketing exercise, and report back to the next meeting.

Cllrs Green, Khiroya, Mrs Lantree, Mrs Preedy and Watkins agreed to carry out this task.

- 5 War Memorial Hall Leases – it was noted that the Royal British Legion lease expires in early 2013, followed soon after by the Guide Hut and therefore work would need to start on the lease agreements. The Treasurer advised that she had no experience on this area and would need help. Cllrs Khiroya and Mrs Sutherland agreed to help with this task.

12/008 **CLOSE**

The meeting having commenced at 7.00 pm, closed at 8.10 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**