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**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 28<sup>th</sup> MAY 2013**

**MEMBERSHIP AND ATTENDANCE**

Chairman: Cllr R Kipps

Members: - Cllr Mrs A Hayward  
Cllr Mjrs V Lantree  
\* Cllr R Khiroya (ex officio)  
\*Cllr F Mahoon-Daly  
Cllr K Morris  
Cllr Mrs A Preedy  
\*Cllr Mrs L Sutherland (ex officio)  
\*Cllr S Watkins

Also in attendance: Mr S Manson - Surveyor  
\*Mrs Y Merritt – Treasurer  
\*Mrs M Putman – Secretary  
\*Cllr Mrs J Worrall

\*Denotes members present

As Cllrs R Kipps Chairman of the Village Halls was absent Cllr F. Mahon-Daly, Vice Chairman chaired the meeting.

**RECOMMENDATIONS**

**1. Annual inspection of the Councils Assets**

The Committee

RESOLVED TO RECOMMEND

That the Council arrange for an annual inspection of all the Councils assets to be undertaken which would include a maintenance check list.

**13/ 001 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Kipps, Morris and Cllrs Mrs Lantree  
Cllrs Mrs Hayward and Mrs Preedy were absent.

**13/002 DECLARATION OF INTEREST**

There were no declarations of interest received.

**13/003 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 5<sup>th</sup> March, 2013 were approved as a true and correct record.

**13/004 MATTERS ARISING**

Cllr Mrs L Sutherland asked why item 12/075 the Draft Risk Management item was not on the agenda as it was meant to be brought forward from the previous meeting.

The Clerk advised that it had not been bought forward to this meeting but would be put on the agenda for the next meeting on Tuesday 16<sup>th</sup> July, 2013.

Cllr Mrs L Sutherland asked about the Co-Op Bank, there Clerk confirmed that at present whilst the bank had been downgraded to Junk status, the bank was sound and that at present the Councils investment was safe.

**13/005**

### **SECRETARY'S REPORT**

#### **War Memorial Hall**

The Committee looked at the quotation for the work to be carried out on the front and inner doors at the War Memorial Hall.

Cllr R Khiroya questioned what was to be carried out for the price. The Clerk advised that it would involve two people to remove the doors and place back each evening for security of the hall.

It was confirmed that the doors to the hall were letting in a draft but were not dangerous. The Clerk confirmed that a second quote would be obtained.

The Committee

RESOLVED

That the work go ahead in the summer holidays with the work being given to the contractor with the lowest quote.

This was proposed by Cllr Mrs Sutherland, seconded by Cllr Watkins and unanimously approved.

The Committee felt that there should be an inspection and maintenance schedule for all the halls, to enable problems that arise to be dealt with. The process should include all the assets at the halls. The Caretakers should be encouraged to report any faults and carry out their own inspection on a monthly basis with a tick sheet.

The Committee

RESOLVED

That an inspection and maintenance schedule is implemented at all three halls.

#### **Bullsland Hall**

The Committee were concerned with the problems that have been noted in the kitchen at the Bullsland Hall.

The Committee

Recommend.

That the cleaning of the walls and ceiling including removing the grease and grime from these areas is carried out.

Proposed by Cllr S Watkins, Seconded by Cllr R Khiroya and unanimously accepted.

**13/006**

### **TREASURER'S REPORT**

The Committee

RESOLVED

To note the report.

**FOUR YEAR VISION**

Marketing of the three halls was discussed

A resident of Chorleywood asked if a farmers market could be run in the War Memorial Hall. Although this is a good idea it was felt that if members of staff attended then money earned through this would be taken on wages. Suggestion was put forward to see if members of the public would be prepared to run and organise the Farmers Market.

Cllr Mrs J Worrall said that an advert could be put in the next Chorleywood Matters regarding the halls for hire. She agreed to send an email to all Committee Members asking for a volunteer to write an article for publication.

Suggestion was made that at Village Day the Village Halls Trust Committee has a stand advertising all three Village Halls with the activities held within them.

It was suggested that the Committee hold a user group meeting in the first week of September to discuss ways forward for the hall and marketing opportunities.

**13/008 ACRE MODEL HIRING AGREEMENT DOCUMENT**

The Committee agreed to defer this item to the next meeting; Members asked that a copy of the current contract be forwarded for comparison.

**13/009 WAR MEMORIAL HALL ALTERATIONS**

Members looked at the proposed plans for alterations for the War Memorial Hall. It was felt that the proposals could work and would be an increased asset. Funding opportunities would be discussed at the next P&R meeting together with a proposed way forward.

**13/010 CLOSE**

The meeting having commenced at 8.00 pm, closed at 9.28 pm

The Committee Chairman has agreed these minutes.

**Signed ..... ..agreed via email..... Date .....18.6.13.....**

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

**Signed ..... Date .....**