

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 28th May, 2013

Agenda item 5

SECRETARY'S REPORT

War Memorial Hall

The heating control panel broke and British Gas was called out to repair/replace. The engineer that attended replaced the control panel. Unfortunately the engineer replaced the panel with a domestic controller which was not suitable in the hall. British Gas were called out again to replace the controller with a commercial one. This was completed on Friday 10th May, 2013.

Total cost £60.43.

The dishwasher was serviced and repaired on Friday 17th May, 2013. One of the paddles inside the dishwasher had broken. Total cost £145.20

The Oven was cleaned by Over Gleam on Thursday 4th April, 2013.

A complaint has been received regarding the draft from the front doors. These doors are the originals and have not been maintained in the past. An estimate has been obtained to carry out the following work

Work to be carried out on the front entrance doors to the War Memorial Hall.

1. Remove 1 pair of internal doors cut down as required and fit new timber on bottom of door to suit floor levels and refit draft excluder.
2. Prepare and paint to match existing and supply and fit draught excluder.
3. Remove hinges and reset with additional fixings. Refit service panic bars and draft excluder.

4. East and adjust the panic bars, supply and fit draught excluder as needed.

Materials	£ 78.92
Labour	£550.00
Total	£628.92

Members are asked to consider having this work carried out.

Bullsland Hall

Complaints have been received regarding the state of the kitchen. Whilst weekly cleaning takes place, this does not include high level cleaning of the walls and ceiling. Because the kitchen is used for cooking four days per week there is now a residue of grease and grime in these areas. The Bullsland Hall has now been in the ownership of the Parish Council since September 2006 and no maintenance has been carried out. It is therefore suggested that the halls is visited by members for the committee to carryout a schedule of condition with a view to approving a maintenance programme for the summer holidays when the hall will be less frequently used.

For Decision.

Hollybush Hall

The tap in the Ladies toilet has been repaired.
We have also called out Rights Maintenance to repair the men's toilet which is failing to flush and re fill the system.
The caretaker has repaired the lock to the gent's toilet.

For Information.

Chorleywood Village Halls

Financial Budget Comparison

Comparison between 01/04/13 and 11/03/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/13

	2013/14	Rev 2013/2014	Actual Net	Balance	
Chorleywood Village Halls					
Income					
30	WMH Lettings	£30,360.00	£30,360.00	£26,185.44	-£4,174.56
31	Bullsland Lettings	£9,420.00	£9,420.00	£8,304.08	-£1,115.92
32	Hollybush Lettings	£2,200.00	£2,200.00	£1,438.00	-£762.00
33	Other	£0.00	£0.00	£821.17	£821.17
34	Grants	£19,800.00	£19,800.00	£19,800.00	£0.00
35	Bank Interest Current Account	£12.00	£12.00	£26.79	£14.79
36	Parish Events	£0.00	£500.00	£1,478.28	£978.28
Total Income		£61,792.00	£62,292.00	£58,053.76	-£4,238.24
Expenditure					
300	Salaries	£25,250.00	£25,250.00	£21,244.18	£4,005.82
301	Income Tax & NI	£6,060.00	£6,060.00	£4,542.45	£1,517.55
302	Superannuation	£6,300.00	£7,400.00	£7,389.66	£10.34
303	Travelling Expenses	£750.00	£750.00	£628.76	£121.24
304	Rates	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,325.00	£6,325.00	£2,044.70	£4,280.30
306	Bullsland Services	£1,170.00	£1,170.00	£480.57	£689.43
307	Hollybush Services	£520.00	£520.00	£301.65	£218.35
308	Audit	£350.00	£350.00	£180.00	£170.00
309	Consumables	£900.00	£900.00	£319.35	£580.65
311	Hall Cleaning	£700.00	£700.00	£376.38	£323.62
312	Hall Maintenance	£4,000.00	£4,000.00	£2,038.62	£1,961.38
313	Hand Drier & Sanitary Rental	£1,520.00	£1,475.00	£1,474.19	£0.81
314	Insurance	£1,800.00	£1,977.00	£1,977.00	£0.00
315	Licences	£1,420.00	£1,420.00	£1,292.04	£127.96
316	Minor Improvements	£1,000.00	£1,000.00	£0.00	£1,000.00
317	Miscellaneous	£200.00	£200.00	£332.55	-£132.55
318	Post & Stationery	£400.00	£400.00	£160.75	£239.25
319	Trade Refuse	£1,425.00	£1,425.00	£1,091.84	£333.16
320	Affiliation Fee CDA	£35.00	£35.00	£0.00	£35.00
321	Annual Safety Inspection	£110.00	£110.00	£0.00	£110.00
322	Bank Charges	£50.00	£50.00	£16.00	£34.00
323	Computer Services	£1,265.00	£1,265.00	£1,265.00	£0.00
324	Health & Safety	£500.00	£500.00	£285.47	£214.53
325	Parish Events	£0.00	£50.00	£448.79	-£398.79
Total Expenditure		£62,050.00	£63,332.00	£47,889.95	£15,442.05

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 18th MARCH 2014

Agenda item 7.

WAR MEMORIAL HALL REFURBISHMENT

Members will be aware that the Council has approved a budget of £50,000 towards refurbishment of the War Memorial Hall to include re-design of the side reception room and caretakers store to create an additional, standalone meeting room.

The Clerk and the Council's Surveyor have had the initial meeting to discuss the way forward. Planning permission will be required. The War Memorial Hall is in the Common Conservation Area, it is planned that the front window should be changed to double door which will give a separate access to the new meeting room, and will be disability compliant. Therefore planning permission will be required.

An email has been sent to the Chief Planning Officer to ask for advice as to the best way forward. It is hoped that a response will be received prior to the meeting.

Cllr Watkins has a suggestion with regards to the storage of the tables and chairs which will be discussed at the meeting. Our Surveyor will also be present to talk through the plans so far.

Once we have a decision on planning permission, a detailed specification will be written and the contract will be sent out to tender. It is proposed that the work be undertaken during the month of August 2014.

For economies of scale, all the reported refurbishment works will be carried out at the same time as part of the contract.

If any Councillor has any further suggestions or knows of good all round contractors, please bring them along to the meeting.

For Consideration