

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 24th JUNE, 2014

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Pat testing completed on Tuesday 15th April, 2014.

For Information

Friday 31st May - The Caretaker, the Admin Officer and her son attended the hall at midnight to clean and tidy for a wedding on Saturday morning following the dance class Friday evening. We have since received a letter from the hirer to say how grateful she was for all our help and efficiency in ensuring the hall was ready for their function. They also said that the Caretaker was a calming influence – very good and thorough in his job/responsibilities.

For Information

Stage stairs - the rail at the side of the stairs needs to be looked at as they are unsteady. A gentleman from NADFAS unfortunately slipped off the steps and had to be taken away by ambulance. The Gentleman is recovering, but they have requested that we look at the stair handrail.

For Decision

We have had a request to hire the War Memorial Hall on Wednesday 31st December, 2014 from 9.00pm to midnight. They would like to know how much the hire cost would be for a dance with an hour for both set-up and clear-up? Could they clear up the next morning instead?

For Decision

Whilst the hall is closed for refurbishment all the chairs need cleaning- volunteers will be needed with help with the cleaning and also the clearing of the boiler room.

BULLSLAND HALL

Pat testing complete on Tuesday 15th April, 2014

For Information

On Friday 13th June the Caretaker was unable to lock the front door - Right Maintenance went out to look at the lock. A temporary lock has been installed and will be replaced the following week.

For Information

HOLLYBUSH

Pat testing completed on Tuesday 15th April, 2014.

For Information

Chorleywood Village Halls

Financial Budget Comparison

Comparison between 01/04/14 and 20/06/14 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/15	Actual Net	Balance
Chorleywood Village Halls				
Income				
30	WMH Lettings	£30,360.00	£7,481.66	-£22,878.34
31	Bullsland Lettings	£9,700.00	£1,016.22	-£8,683.78
32	Hollybush Lettings	£2,200.00	£0.00	-£2,200.00
33	Other	£0.00	£0.00	£0.00
34	Grants	£20,000.00	£0.00	-£20,000.00
35	Bank Interest Current Account	£25.00	£0.00	-£25.00
36	Parish Events	£800.00	£0.00	-£800.00
Total Income		£63,085.00	£8,497.88	-£54,587.12
Expenditure				
300	Salaries	£26,000.00	£3,797.53	£22,202.47
301	Income Tax & NI	£6,120.00	£907.87	£5,212.13
302	Superannuation	£8,250.00	£1,503.28	£6,746.72
303	Travelling Expenses	£775.00	£104.70	£670.30
304	Rates	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£50.00	£6,320.00
306	Bullsland Services	£1,300.00	£0.00	£1,300.00
307	Hollybush Services	£520.00	£21.20	£498.80
308	Audit	£360.00	£0.00	£360.00
309	Consumables	£930.00	£0.00	£930.00
311	Hall Cleaning	£720.00	£35.00	£685.00
312	Hall Maintenance	£4,000.00	£117.00	£3,883.00
313	Hand Drier & Sanitary Rental	£1,520.00	£1,611.89	-£91.89
314	Insurance	£2,075.00	£0.00	£2,075.00
315	Licences	£1,460.00	£821.50	£638.50
316	Minor Improvements	£1,000.00	£151.90	£848.10
317	Miscellaneous	£200.00	£0.00	£200.00
318	Post & Stationery	£400.00	£66.63	£333.37
319	Trade Refuse	£1,470.00	£595.55	£874.45
320	Affiliation Fee CDA	£35.00	£30.00	£5.00
321	Annual Safety Inspection	£115.00	£0.00	£115.00
322	Bank Charges	£50.00	£0.00	£50.00
323	Computer Services	£1,300.00	£97.50	£1,202.50
324	Health & Safety	£500.00	£0.00	£500.00
325	Parish Events	£50.00	£0.00	£50.00
Total Expenditure		£65,520.00	£9,911.55	£55,608.45

