

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING **TUESDAY 16th SEPTEMBER, 2014**

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

WW1 COMMEMORATION

On Saturday 2nd August a WW1 Commemoration was held in the War Memorial Hall. This was organised by Chorleywood Parish Council and Chorleywood Book Shop. The day commenced at 11.00am with Cllr T Edwards and Cllr R Kipps lighting the candles placed either side of the Memorial plaque in the hall.

An exhibition of WW1 memorabilia was placed in the hall for members of the public to view and seats were set up for a time for reflection.

At 2.30pm the afternoon commenced with a book launch - The Assassination of the Archduke by author Sue Woolmans. Afternoon tea was prepared by the RVS and served by the 1st Chorleywood Scouts. This was followed by a reading of WW1 poetry and the names of the fallen by the Smethurst family,

The event was very well attended with the profit from the afternoon of £130 has been sent to The Royal British Legion.

The Royal Horticultural Society made the table decorations and Budgens very kindly donated the sandwiches and cakes for the afternoon refreshments.

For Information

REFURBISHMENT

- Whilst the hall has been closed for refurbishment:-
- All the chairs and tables have been cleaned.
- The badminton lines have now been removed.
- A new First Aid kit has been purchased.
- New signage will be fitted
- An inventory will be completed.

- The boiler room has been cleaned, tidied and placed back in the boiler room enabling entrance to the room and the door will now shut. – Communication on the short term has been made to CADS asking them to keep the area under the stage as they find it. Despite best efforts we have been unable to secure a suitable time for CADS to clear their belongings from storage during the refurbishment, however clearance of this area will need to be carried out before phase two commences. It is suggested that this should be arranged for during the Christmas break where currently we have no bookings.

– **Members are asked for their recommendation on how to move this forward.**

Following completion of the building work on Monday 8th September the Parish staff, the caretaker and Councillors Mrs J White and Mrs A Preedy spent all day Monday and Tuesday thoroughly cleaning and tidying the hall ready for use on Tuesday 9th September.

TEXTILE RECYCLING UNIT

We have been asked to place a textile recycling unit outside the War Memorial Hall. The unit will take all unwanted clothes and shoes, which are donated to war torn areas of Syria, Libya, Gaza and the refugees from the tsunami disasters in the far east, in addition to the commitment to ‘The North London Hospice’ which is fully supported by the donations received. Routine servicing/emptying is normally carried out weekdays between the hours of 7am – 7pm.

Once the unit is installed we will receive £200 and a further £200 after six months, these are annual sums and will be repeated as long as the unit is retained.

For Decision

Chubb Fire have been out to check all the fire extinguishers in the hall. Four fire blankets were renewed/replaced and one fire extinguisher renewed.

For information

Concern was raised by residents of Wainhill regarding noise from a booking in July from the Rock and Roll and also from the Chorleywood Golf Club regarding parking from the same event. Officers investigated both complaints.

It was discovered that due to the extremely hot weather conditions both the main doors and windows were opened which would have created more of a noise issue.

With the parking – the Golf Club also had a function and there appeared to be concern on who could use the area. The hirer of the WMH has asked a member to steward the parking area, asking visitors to their event to double park thus creating more space. Visitors to the Golf Club took exception to this.

As from September officers are emailing the Golf Club the monthly function list for the WMH asking them to bare this in mind when organising their events.

It should be noted that this monthly booking has been held at the hall for the last 18 months without incident. The hirers are polite, helpful and we have has no issues with them or their bookings.

BULLSLAND HALL

The fan over the cooker was faulty this has been repaired by the Electrician

For Information

Chubb Fire has been out to check all the fire extinguishers in the hall. All have been approved and certificate issued.

For Information.

HOLLYBUSH

A new First Aid kit has been purchased and placed in the hall.

Chubb Fire has been out to check all the fire extinguishers in the hall. All have been approved and certificate issued.

For Information

Chorleywood Village Halls

Financial Budget Comparison

Comparison between 01/04/14 and 04/09/14 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	£11,939.51	-£18,420.49
31	Bullsland Lettings	£9,700.00	£5,028.20	-£4,671.80
32	Hollybush Lettings	£2,200.00	£283.50	-£1,916.50
33	Other	£0.00	£0.00	£0.00
34	Grants	£20,000.00	£20,000.00	£0.00
35	Bank Interest Current Account	£25.00	£9.99	-£15.01
36	Parish Events	£800.00	£45.00	-£755.00
Total Income		£63,085.00	£37,306.20	-£25,778.80
Expenditure				
300	Salaries	£26,000.00	£9,693.57	£16,306.43
301	Income Tax & NI	£6,120.00	£1,860.99	£4,259.01
302	Superannuation	£8,250.00	£3,014.86	£5,235.14
303	Travelling Expenses	£775.00	£271.35	£503.65
304	Rates	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£1,742.55	£4,627.45
306	Bullsland Services	£1,300.00	£228.14	£1,071.86
307	Hollybush Services	£520.00	£89.28	£430.72
308	Audit	£360.00	£0.00	£360.00
309	Consumables	£930.00	£191.72	£738.28
311	Hall Cleaning	£720.00	£120.00	£600.00
312	Hall Maintenance	£4,000.00	£518.29	£3,481.71
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	£258.85	£741.15
317	Miscellaneous	£200.00	£220.80	-£20.80
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	£6.00	£44.00
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	£21,439.47	£44,080.53

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 16th SEPTEMBER 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 which due to cost and timing has had to be carried out in two phases.

Planning permission was obtained to refurbish the toilets, and for a double extension to the front of the building creating a separate meeting room and additional storage.

Due to a lucrative annual booking the first two weeks of the school holidays contractors could not start work until 8th August 2014 and had to be completed by 8th September. This did not give sufficient time for all the works to be undertaken. It was therefore decided that the contract should be split into two halves, with the toilets and changing rooms being the first priority.

Work has been undertaken on time and schedule to a very high standard transforming these areas. The final meeting to discuss the snagging and discuss the final bill will take place on 16th September and a verbal report will be given by the Clerk at this meeting.

Providing that Members wish to commence phase two a number of things need to be organised.

The specification has already been written and will just need to be adjusted to take out works already completed. Timing is key it is therefore suggested that a schedule be put together by this committee with a recommendation to Full Council in order that officers and the Council's Surveyor can move this forward in good time.

It is suggested that a publicity board be put in the hall to show the before and after photographs of work completed and also plans for the next phase.

A possible suggested work programme is as follows:-

Approval from Council on 14th October for the tender process to commence.

Send tender out to be returned by end of November – opened by Chairman of Council and Committee

Report to Full Council in December with awarding of the Contract.

20th January review of budget provision

10th February Precept agreed by Council

At this stage we will arrange for the removal of the tree.

Members are therefore asked to decide on the way forward and if they wish to commence with phase 2 to decide on a programme of events.

For recommendation