

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 20th January, 2015

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

On Saturday 6th December the Admin Officer met representatives from Chorleywood Amateur Dramatic Society to clear and tidy up under the stage where all their equipment is stored. This was completed in 2 hours.

For Information

The terminal for the WiFi is now installed and up and running. We will require a safe and secure place for the terminal to be placed

For Information

REFURBISHMENT WORKS

As part of the ongoing maintenance work the electrician has replaced one of the outside lights that had stopped working.

- The Small leak in the new store room – this was looked at by Chess Valley Plumbing and a camera was placed under the floor. There were no leakages from the pipes and the problem was with the gutter leading down the side of the British Legion causing the problem in the billiard room. A hopper was placed on the top of the drain to stop the overflow. The caretaker is checking that the wall is drying out.
- The Rangers have cut back the Elder to the side door.
- A contractor has cleared all the gutters around the War Memorial Hall and British Legion.

Other maintenance works that are required are:-

- New door handle on the main hall doorway – awaiting completion.

TABLE TOP SALE

We have confirmed 24 tables for the table top sale on Sunday 18th January, 2015 in the War Memorial hall, with bookings already secured for the February date.

NADFAS

We have received a letter from NADFAS advising that they will cease their booking in the War Memorial Hall in June 2015, moving to The Junction where there is better parking facilities.

CHORLEYWOOD HORTICULTURAL SOCIETY

Chorleywood Horticultural Society have very kindly agreed to delay their booking in September by one week to allow for any delay in the building works taking place in August/September.

DEMOLITION OF THE GUIDE HUT

Work is progressing with the demolition of the Guide Hut. An asbestos survey has been commissioned and a demolition notice applied for. Southern Electric has been contacted to disconnect the power supply. Once all this has been carried out a date for the works to commence will be agreed between the contractor and the Council. It has been noted that the asbestos will be put in a special skip and removed from site on the same day. The whole works are likely to take approximately 7 – 10 days.

BULLSLAND HALL

The WiFi terminal is now up and running in the hall.

For Information.

HOLLYBUSH

We now have a regular hour booking on a Saturday morning for a drama group.

For Information

Chorleywood Village Halls

Financial Budget Comparison

Comparison between 01/04/14 and 13/01/15 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/14

	2014/15	Rev 2014/2015	Actual Net	Balance	
Chorleywood Village Halls					
Income					
30	WMH Lettings	£30,360.00	£32,000.00	£22,841.94	-£9,158.06
31	Bullisland Lettings	£9,700.00	£12,500.00	£8,999.04	-£3,500.96
32	Hollybush Lettings	£2,200.00	£1,000.00	£735.25	-£264.75
33	Other	£0.00	£0.00	£855.27	£855.27
34	Grants	£20,000.00	£20,000.00	£20,000.00	£0.00
35	Bank Interest Current Account	£25.00	£35.00	£26.98	-£8.02
36	Parish Events	£800.00	£800.00	£45.00	-£755.00
Total Income	£63,085.00	£66,335.00	£53,503.48	-£12,831.52	
Expenditure					
300	Salaries	£26,000.00	£26,000.00	£17,499.16	£8,500.84
301	Income Tax & NI	£6,120.00	£6,120.00	£4,286.13	£1,833.87
302	Superannuation	£8,250.00	£9,000.00	£6,828.30	£2,171.70
303	Travelling Expenses	£775.00	£775.00	£460.84	£314.16
304	Rates	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,370.00	£6,370.00	£3,249.83	£3,120.17
306	Bullisland Services	£1,450.00	£1,450.00	£666.02	£783.98
307	Hollybush Services	£520.00	£520.00	£339.47	£180.53
308	Audit	£360.00	£360.00	£184.50	£175.50
309	Consumables	£930.00	£930.00	£415.62	£514.38
311	Hall Cleaning	£720.00	£720.00	£563.00	£157.00
312	Hall Maintenance	£4,000.00	£4,000.00	£1,685.77	£2,314.23
313	Hand Drier & Sanitary Rental	£1,520.00	£1,620.00	£1,619.92	£0.08
314	Insurance	£2,075.00	£1,500.00	£1,481.64	£18.36
315	Licences	£1,460.00	£1,460.00	£1,222.20	£237.80
316	Minor Improvements	£1,000.00	£1,000.00	£901.51	£98.49
317	Miscellaneous	£200.00	£260.00	£279.80	-£19.80
318	Post & Stationery	£400.00	£400.00	£66.63	£333.37
319	Trade Refuse	£1,470.00	£1,200.00	£1,191.10	£8.90
320	Affiliation Fee CDA	£35.00	£35.00	£30.00	£5.00
321	Annual Safety Inspection	£115.00	£115.00	£0.00	£115.00
322	Bank Charges	£50.00	£50.00	£16.00	£34.00
323	Computer Services	£1,300.00	£1,300.00	£1,395.00	-£95.00
324	Health & Safety	£500.00	£500.00	£33.72	£466.28
325	Parish Events	£50.00	£50.00	£0.00	£50.00
326	Refunds of Hall Hire	£0.00	£0.00	£225.00	-£225.00
Total Expenditure	£65,670.00	£65,735.00	£44,641.16	£21,093.84	

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TUESDAY 20th JANUARY 2015

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.

The specification for phase two was issued to three local contractors. The budget for the phase two was £72,000 which was to include the removal of the tree and the construction of new steps to the Royal British Legion and Hollybush Halls.

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.

The plan below was agreed at Full Council.

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

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.- Completed

20th January review of budget provision

10th February Precept agreed by Council

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

Two of the three tenders were returned

Contractor A	Construction and completion of the whole works as detailed in the specification	£69,000.00
	Extra Over for construction of the retaining wall and handrail if required	£ 2200.00

Total Price £71200.00

Extra Over price for decoration of the hall after works £1700.00

Works to be commenced on 20th July 2015 and completed on 12th September 2015.

Contractor B	Construction and completion of the whole works as detailed in the specification	£89600.00
	Extra Over for construction of the retaining wall and handrail if required	£ 3500.00

Total Price £93100.00

Extra Over price for decoration of the hall after works £6000.00

Works to be commenced on 8th June 2015 and completed on 12th September 2015.

The third contractor failed to quote as they were not able to provide the H&S handbook and process as required by law on any works taking more than six weeks to complete.

Both contractors are known to the Council and carry out a good standard of work.

Both quotations have included a £5,000 contingency sum and therefore the final price may be less than quoted above.

Members are asked to make recommendation to Full Council that the work on Phase Two be considered as part of the Precept setting process with a capital injection of £50,000 towards the scheme. It is also recommended that the Committee approve the extra over price from the same contractor for the repainting of the main hall following the works as part of the scheme, with the money being taken from next year's revenue budget.

For recommendation