CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 13th OCTOBER 2015

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Churchill Complete Service Station has been advised that it will now not be possible for them to strip and re-varnish the wooden floor in the hall, due to the run over of the building works. A provisional date for the week commencing 15th February 2016 has been pencilled in for this work to commence in the hall.

For Information

The Caretaker at the War Memorial Hall informed the Parish Office that one of the strip lights in the kitchen had fallen over the weekend of 26th – 27th September, 2015. The caretaker checked that the person was okay, and as yet no complaint has been received. The Office was also advised that one of the fittings was not working and there was another 1 or 2 tubes not working. Philec Electricians were called in to investigate and make safe the cover. The Electrician advised that all the fluorescent lights are old and therefore tubes are now out of manufacture, difficult to get and correspondingly expensive and getting increasingly hard to find.

Officers asked for a Fluorescent Light Fitting Replacement Quotation, for the Council's approved electrical company.

To include:

- To supply & fit 3 x 6ft twin anti-corrosive fluorescent light fittings to Kitchen to replace existing. (Similar to Bullsland Hall)
- To supply & fit 2 x 5ft twin anti-corrosive fluorescent light fittings to servery area outside Kitchen.
- To supply & fit 16 x 6ft single anti-corrosive fluorescent light fittings to high level in main hall.
- To issue certification.

The reason for replacement is that due to the age of the existing light fittings, they have resulted in heat damage to the end caps which hold and connect the tube to the lights. The light fittings also are of the old ballast which was designed to run a T12 75W-85W tube which are now not manufactured and have become hard to obtain with a hefty price tag. The replacement T8 70W tubes unfortunately will not strike using these old ballasts.

The main difference between these anti-corrosive fittings is that they are resilient to knocks as the cover is clipped on all the way around the light fittings. These are also fully water resistant and are designed for Kitchen areas.
These particular light fittings are also high frequency and run more efficiently than the existing fittings.

Due to the nature of use of the Hall and the recent accident to a user, we recommend fitting the anti-corrosive fittings throughout as with the integral covers that are very well clipped there could be no accidents resulting from the fitting even being hit by a football etc.
The existing high level battern fluorescent with opal diffusers are mounted at a 45 degree angle which makes the diffuser cover supports inadequate.

At additional cost we could also replace the last 2 x 8ft single battern fittings up on the stage to a 6ft single. This again is required as 8ft tubes are no longer available.

We have also had quoted from our suppliers the cost difference to change the fittings to anti-corrosive LED. These fittings require no replacement of lamps and are practically maintenance free with very much reduced running costs (approx 50%). For example a 70W 6ft fluorescent is 32W LED equivalent with slightly higher output light level over the fluorescent.

This estimate includes the hire of a tower to reach the main hall fittings safely.

1. **Anti-corrosive fluorescent light fittings option**

Total Labour & Materials: **£1949.94**

2. **Anti-corrosive LED light fitting option**

Total Labour & materials: **£2576.34**

For Decision

Speakers - the new mounts and speakers were installed on Friday 18th September by the caretaker and Mike Field.

For Information

- Chorleywood Amateur Dramatic has cancelled their provisional booking for the 31st October to 8th November 2015 due to lack of members.
- Thursday afternoon bowls is no longer going ahead due to lack of members
- The Friday night rock n roll evening has been cancelled due to the organisers being in hospital in the USA.
- Chorleywood Golf Club has cancelled their booking for Saturday 17th October, 2015, due to lack of members wishing to attend.

For Information

The curtains have been picked up and put back up in the hall at a cost of £1,299.99.

For Information

The taps on the left hand sink in the kitchen are leaking and will be re-seated to stop the taps dripping.

At the same time the plumber have been asked to repair a leak to the pipe leading to the dishwasher in the kitchen. A split in the pipe has been dripping for some time; however the over the past few weeks this has become more serious flooding the kitchen floor.

For Information

INDOOR CAR BOOT

The indoor car boot sale dates:
25th October, 22nd November 2015. 17th January 21st February, 20th March, 2016.

Helpers are required for all the above dates please. Setting up the hall, taking money on the door, making tea/coffee and then putting away the tables at the end of the afternoon.

If you are available to help please can you let the office know so we can include you on the rota.

For Information

BULLSLAND HALL

The baby change unit has been installed in the disabled toilet at the Bullsland Hall.

For Information

Work to Supply and install 4 x lamps for replacement, Supply and fit 1 x 8w non-maintained emergency light to toilet lobby has been completed by the electrician at a cost of £132.34

For Information

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HOLLYBUSH

A heat detector has been placed in the Hollybush Hall.

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A fire check was carried out at the Hollybush Hall on Friday 18th September, 2015.
The Fire Officer said that the only thing we needed was a fire check sheet for the people hiring the hall. This was already in place – but not available at the inspection. The Fire Officer advised that due to the size and current usage of the hall that he would not be required to return to the hall.

For Information

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Chorleywood Village Halls
Financial Budget Comparison

Comparison between 01/04/15 and 07/10/15 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/15

		2015/16	Actual Net	Balance
Chorleywood Village Halls				
Income				
30	WMH Lettings	£32,500.00	£10,439.10	-£22,060.90
31	Bullsland Lettings	£12,750.00	£4,920.50	-£7,829.50
32	Hollybush Lettings	£1,000.00	£1,156.85	£156.85
33	Other	£0.00	£0.00	£0.00
34	Grants	£20,000.00	£20,000.00	£0.00
35	Bank Interest Current Account	£35.00	£8.02	-£26.98
36	Parish Events	£800.00	£0.00	-£800.00
Total Income		£67,085.00	£36,524.47	-£30,560.53
Expenditure				
300	Salaries	£26,575.00	£11,779.45	£14,795.55
301	Income Tax & NI	£6,255.00	£2,811.10	£3,443.90
302	Superannuation	£9,200.00	£4,964.83	£4,235.17
303	Travelling Expenses	£800.00	£358.71	£441.29
304	Rates	£0.00	£0.00	£0.00
305	War Memorial Services	£6,500.00	£3,823.43	£2,676.57
306	Bullsland Services	£1,600.00	£528.37	£1,071.63
307	Hollybush Services	£530.00	£181.54	£348.46
308	Audit	£370.00	£189.00	£181.00
309	Consumables	£950.00	£194.13	£755.87
311	Hall Cleaning	£735.00	£369.19	£365.81
312	Hall Maintenance	£4,000.00	£773.47	£3,226.53
313	Hand Drier & Sanitary Rental	£1,200.00	£1,371.59	-£171.59
314	Insurance	£1,550.00	£2,758.54	-£1,208.54
315	Licences	£1,500.00	£0.00	£1,500.00
316	Minor Improvements	£1,000.00	£23.80	£976.20
317	Miscellaneous	£200.00	£120.00	£80.00
318	Post & Stationery	£400.00	£17.97	£382.03
319	Trade Refuse	£1,225.00	£595.55	£629.45
320	Affiliation Fee CDA	£35.00	£0.00	£35.00
321	Annual Safety Inspection	£120.00	£0.00	£120.00
322	Bank Charges	£50.00	£10.00	£40.00
323	Computer Services	£1,325.00	£0.00	£1,325.00
324	Health& Safety	£500.00	£446.48	£53.52
325	Parish Events	£50.00	£0.00	£50.00
326	Refunds of Hall Hire	£0.00	£80.75	-£80.75
Total Expenditure		£66,670.00	£31,397.90	£35,272.10

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS COMMITTEE MEETING **Agenda Item 7.**

Date: TUESDAY 13th OCTOBER 2015

Subject: FOUR YEAR VISION

Committee Member: Cllrs Raj Khiroya and Alison Preedy

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 To consider the suggestions for improvements to access at the War Memorial Hall
1.2 To consider suggestions with regarding to promotions and marketing of the halls
1.3 To study the Halls page on the Parish Council website and make suggestions for improvement
1.4 For the Management Committee to take more of an active role in the running of the Halls, with a view to setting a monthly/bi-monthly inspection of the Halls and to talk to the Caretakers to see if any operational improvements can be made.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at this time

4. RISK MANAGEMENT ISSUES

4.1 No Specific at this time

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None specific at this time.

6. LEGAL ISSUES

6.1 The parking area is an issue, however it is important that the specific issues are instigated
6.2 It should be noted that the War Memorial Hall has no dedicated parking. The permissive parking area is Common land, covered by Common Land Law and is available for the use of the Common for the right of air and exercise. Where few modest improvements can be made, it will never be possible to create a fully functional tarmacked car parking facility for the hall.

7. BACKGROUND INFORMATION

7.1 Following the previous meeting Members agreed to set up a working party to look at the Marketing opportunities for the Village Halls.

7.2 Cllrs Khiroya and Preedy met and came up with the following suggestions

- Price comparisons with other village halls
- Car parking to include steps and access for pedestrians
- Lighting outside the hall
- Marketing to include Advertising – websites, local boars (postcard Ads) magazines, newspaper our own notice boards, banners.

7.3 It should be born in mind that the Parish Council website has not been updated for a number of years. Members are therefore asked to look at the pages and make suggestions at the meeting.

7.4 It was also suggested that a working party to be set to inspect the halls on a month/bi-monthly basis to check on maintenance issues, perhaps talking to the Caretakers to see where operational improvements can be made.

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS COMMITTEE MEETING **Agenda Item 8.**

Date: TUESDAY 13th OCTOBER 2015

Subject: WAR MEMORIAL HALL REFURBISHMENT UPDATE

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 To decide a scales of Fees and Charges for the Meeting Room
1.2 To decide if the Meeting Room should have a name for marketing purposes
1.3 To decide if there is to be formal opening of the new facilities and if so what form this should take.
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2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific at this time

4. RISK MANAGEMENT ISSUES

4.1 No Specific at this time – P&R will be required to have the hall revalued for insurance purposes.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Members will need to decide on a scale of fees and charges for the new Meeting Room. Not only for this years bookings but also to allow the Clerk to look at the future budget implications when setting the figures for next year.

6. LEGAL ISSUES

6.1 No Specific at this time.

7. BACKGROUND INFORMATION

7.1 The works for the War Memorial Hall refurbishment is nearly completed. It is anticipated that the keys will be returned and the majority of the work completed on 24th October.

7.2 There have been a number of holdups – starting with the weather. This has held up the contractors by about three weeks. Additional works have also been required.

- To replace roof struts on the left hand side of the hall
- To move a radiator in the main hall to allow for the doors in the new store cupboard
- Renew door fixings to fire doors which failed the fire inspection (see agenda item 9 of previous agenda)
- Installation of a linked fire alarm system. (see agenda item 9 of previous agenda)
- To include two wall lockable units to the kitchen to enable the Parish Council to store tea, coffee, mugs etc for Parish Meetings.

7.3 The double glazed double door to the meeting room was delivered opening the wrong way. This has been returned and reordered, however this has caused a three week delay. The wooden flooring cannot be fitted until the new doors are in place as the wood needs to be acclimatised to ensure that no gaps appear between the boards once it dries out.

7.4 Due to the delays we have been unable to carry out the painting of the hall. Prices are being obtained and a three week window has been found over the Christmas period when this work could be carried out.

7.5 After careful consideration it has been decided not to place the Smart Board at the War Memorial Hall. As the board is nearly 10 years old it is not covered by any guarantees. Moving he board is complex and would require hard wiring. Instead wires have been fitted for a celling mounted projector which will be linked wirelessly to a laptop. A wipe board will then be fitted to the far end of the room which will act as a screen or for training purposes, allowing future council meetings to go ahead.

7.6 The store room in the main hall now holds the bowls boxes, the chair store and trolley. Officers are now looking at alternatives for storing the bowls carpets as these take up so much room. We only have a two hour booking per week which generates very little income. The Bowls Club are aware of our dilemma and are also looking for alternative solutions – getting information from other clubs.

7.7 The chair store is also too tall to be pushed out of the cupboard. If no solution for the bowls boxes can be found it may be preferable to purchase two new chair trolleys to hold the chairs estimated costs for the trolleys are £100 each. The majority of bookings do not use more than the 90 chairs the three trolleys will hold and therefore this could be a solution. Once the hall is open for general use, Members are asked to visit the hall and see if they can come up with a viable alternative.

7.8 No invoices have been received, but all extra works have been authorised by the Council's surveyor, a full breakdown of costs will be forwarded to the P&R Committee in due course.

7.9 The Committee will have to consider furniture for the new meeting room.

7.10 The Committee must decide on a scales of fees and charges as we have bookings starting in November.

7.11 At present and throughout this report the new area is called the Meeting Room. It has been suggested that Members may wish to decide on a name for the area that it can be called for marketing purposes.

7.12 Members will need to decide if there is to be formal opening of the new facilities and if so what form this should take.