

**CHORLEYWOOD PARISH COUNCIL**

**CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING**  
**TUESDAY 24th MAY 2016**

Agenda item 5

**SECRETARY'S REPORT**

**WAR MEMORIAL HALL**

1. Mr Mike Field has helped the Parish Council with electrical set up for various functions for both the Parish and other hirers of the hall. He has carried out electrical testing of the amp which is now working perfectly. Mr Mike Field does all this work voluntarily for the Parish Council.
2. The main front door has had its first coat of paint.
3. The railings at the front of the premises have been painted.
4. At a recent function in the hall the Men's toilet cubicle door was kicked/punched causing a hole in the door and breakage of the lock. The caretaker has been able to repair the door and lock and the hirer will be paying for the damage.
5. The disabled toilet will not flush - plumbers are looking at the problem.
6. The PAT testing was carried out on the 12<sup>th</sup> April, 2016
7. The electrical testing was carried out in April.

**For Information**

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**THE COMMON ROOM**

Moo Music has unfortunately cancelled their booking in the Common Room due to a lack of teachers; she has advised that she may return later in the year.

The PAT testing was carried out on the 12<sup>th</sup> April, 2016.

The Electrical testing was carried out in April.

**For Information**

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**BULLSLAND HALL**

The fridge/freezer is not working properly and we are waiting for a decision from the RVS as to what they will decide to do as the electrical equipment is theirs.

The PAT testing was carried out on the 12<sup>th</sup> April, 2016.

The electrical testing was carried out in April, 2016.

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### **HOLLYBUSH**

The water heater has been replaced in the kitchen.

A leak from the toilet pipe leading to the outside of the hall has been repaired.

Painting of the walls and ceilings inside the hall has now been completed and looks fresh and inviting.

We are awaiting a quotation for replacement of the toilets and sinks in the bathrooms.

Work with the long term hire of the Hollybush Hall continues. A draft memorandum of understanding is with Cllrs and will be issued shortly.

The Pat testing was carried out on the 12<sup>th</sup> April, 2016

The electrical testing was carried out in April 2016.

### **For Information**

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### **ROYAL BRITISH LEGION**

A meeting was held with the water board to look at the water supply to the RBL. The supply has been identified but has the same supply as the War Memorial Hall. It has therefore been suggested that a meter be placed on the supply going into the RBL hall at source which will meter the usage. The units can be metered and then recharged to the Management Committee either on a quarterly, half yearly or yearly basis.

### **For decision**

The PAT testing was carried out on the 12<sup>th</sup> April 2016.

The electrical testing was carried out in April 2016

These will be invoice for accordingly

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Month No : 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Village Hall Trust</b>						
<b><u>100</u> General Administration</b>						
4000	Salaries	406	406	26,850	26,444	26,444
4020	Inc Tax & NI	430	430	6,320	5,890	5,890
4030	Superannuation	771	771	9,900	9,129	9,129
4055	Travelling Expenses	0	0	810	810	810
4060	Consumables	93	93	950	857	857
4065	Hand Drier & Sanitary Costs	0	0	1,390	1,390	1,390
4080	Insurance	0	0	1,565	1,565	1,565
4085	Licence Costs	120	120	1,550	1,430	1,430
4090	Trade Refuse Costs	834	834	1,430	596	596
4095	Affiliation Fee CDA	0	0	35	35	35
4100	Annual Safety Inspection	0	0	120	120	120
4105	Bank Charges	0	0	50	50	50
4110	Parish Events Costs	0	0	50	50	50
4115	Audit Fees	0	0	370	370	370
4120	Post & Stationery	0	0	400	400	400
4125	Computer Services	0	0	1,340	1,340	1,340
4130	Health & Safety	0	0	500	500	500
4900	Miscellaneous Expenditure	0	0	200	200	200
	General Administration :- Expenditure	<b>2,654</b>	<b>2,654</b>	<b>53,830</b>	<b>51,176</b>	<b>0</b>
1000	Parish Events Income	0	0	800	-800	0
1020	Grants & Donations Received	0	0	20,000	-20,000	0
1030	Interest Received	0	0	35	-35	0
	General Administration :- Income	<b>0</b>	<b>0</b>	<b>20,835</b>	<b>-20,835</b>	
	<b>Net Expenditure over Income</b>	<b>2,654</b>	<b>2,654</b>	<b>32,995</b>	<b>30,341</b>	
<b><u>200</u> War Memorial Hall</b>						
4000	Salaries	660	660	0	-660	-660
4055	Travelling Expenses	34	34	0	-34	-34
4155	Hall Cleaning	0	0	745	745	745
4160	Hall Maintenance	268	268	4,000	3,732	3,732
4165	Minor Improvements	0	0	1,000	1,000	1,000
4200	War Memorial Services	0	0	7,560	7,560	7,560
	War Memorial Hall :- Expenditure	<b>962</b>	<b>962</b>	<b>13,305</b>	<b>12,343</b>	<b>0</b>
1200	WMH Lettings	3,132	3,132	32,825	-29,693	0
1210	Common Room Lettings	40	40	0	40	0
	War Memorial Hall :- Income	<b>3,172</b>	<b>3,172</b>	<b>32,825</b>	<b>-29,653</b>	
	<b>Net Expenditure over Income</b>	<b>-2,210</b>	<b>-2,210</b>	<b>-19,520</b>	<b>-17,310</b>	

Month No : 1

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>300</b>	<b>Bullsland</b>						
4155	Hall Cleaning	492	492	0	-492		-492
4160	Hall Maintenance	0	0	0	0		0
4165	Minor Improvements	0	0	0	0		0
4300	Bullsland Services	0	0	1,600	1,600		1,600
	Bullsland :- Expenditure	<b>492</b>	<b>492</b>	<b>1,600</b>	<b>1,108</b>	<b>0</b>	<b>1,108</b>
1300	Bullsland Lettings	1,890	1,890	10,000	-8,110		0
	Bullsland :- Income	<b>1,890</b>	<b>1,890</b>	<b>10,000</b>	<b>-8,110</b>		
	<b>Net Expenditure over Income</b>	<b>-1,398</b>	<b>-1,398</b>	<b>-8,400</b>	<b>-7,002</b>		
<b>400</b>	<b>Hollybush</b>						
4155	Hall Cleaning	0	0	0	0		0
4160	Hall Maintenance	142	142	0	-142		-142
4165	Minor Improvements	0	0	0	0		0
4400	Hollybush Services	0	0	535	535		535
	Hollybush :- Expenditure	<b>142</b>	<b>142</b>	<b>535</b>	<b>393</b>	<b>0</b>	<b>393</b>
1400	Hollybush Lettings	171	171	2,000	-1,829		0
	Hollybush :- Income	<b>171</b>	<b>171</b>	<b>2,000</b>	<b>-1,829</b>		
	<b>Net Expenditure over Income</b>	<b>-29</b>	<b>-29</b>	<b>-1,465</b>	<b>-1,436</b>		
	Village Hall Trust :- Expenditure	<b>4,250</b>	<b>4,250</b>	<b>69,270</b>	<b>65,020</b>		
	Income	<b>5,233</b>	<b>5,233</b>	<b>65,660</b>	<b>-60,427</b>		
	<b>Net Expenditure over Income</b>	<b>-983</b>	<b>-983</b>	<b>3,610</b>	<b>4,593</b>		

**Date: TUESDAY 24<sup>th</sup> MAY 2016**

**Subject: AGREEMENT FOR A MONTESSORI SCHOOL AT THE HOLLYBUSH HALL**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt Clerk, Michelle Putman Halls Administrator

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

## **1. RECOMMENDATIONS**

1.1 That the Committee agree to a the following maintenance schedule as part of the setup of the Montessori School

## **2. RELEVANT PREVIOUS DECISIONS**

**P&R 5.4.16**

**15/71 HOLLYBUSH HALL**

The Committee

RESOLVED

- a) To agree to the licence for the Hollybush Hall for a period of five years
- b) To agree that works can start prior to the commencement date of the licence for marketing purposes and that any costs will be recovered from the licensee in the unlikely event that the licence does not go ahead.
- c) That the legal costs of drawing up the licence are recovered from the Licensee.

This was proposed by Cllr Martin Trevett, seconded by Cllr Steve Watkins and carried unanimously.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 A long term agreement for hiring of the Hollybush Hall will give the Charity financial stability.

## **4. RISK MANAGEMENT ISSUES**

4.1 There will be substantial investment in the building paid out by the Charity. Therefore it has been suggested that both sides sign a Memorandum of Understanding which will protect the Charity should the lease decide not to go ahead and all the money spent on the project will be recoverable. In the first instance the draft has been issued to Cllrs Khiroya and White who have experience with these types of documents.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None Specific

## 6. LEGAL ISSUES

6.1 Once the Memorandum of Understanding has been signed and agreed work will commence to have the lease drawn up.

## 7. BACKGROUND INFORMATION

7.1 Following the meeting between The Clerk and Officer of Chorleywood Parish Council and the lease regarding the Montessori School at the Hollybush Hall.

The following works were agreed to be carried out by the Parish Council

### Building Maintenance

1. Renew bathroom suites and tiles in both rooms – price being obtained
2. Paint inside the Hollybush Hall with cream paint - carried out at a cost of £663.27
3. Carpet in main hall to be removed and replaced with carpet tiles. Once we have a selection of colours both parties will view and decide colour. Possible grey.
4. The silver backing behind the radiators to be put back in place.
5. Behind the Hollybush Hall get the fencing repaired all along the back.
6. Paint all the rails around the Hollybush Hall white
7. The steps leading down from the side of the War Memorial Hall a yellow strip needs to be placed along the bottom of the step
8. A gate to be placed at the beginning of the pathway leading to the Hollybush Hall with a picket fence to be placed around the grass area from the bottom of the steps right along to the end of the Royal British Legion, with a gate for access from the Royal British Legion onto the grass. The fence to continue to the far end of the Royal British Legion down to the edge of the Hollybush Hall with guidance from the Ranger for the placing the fence in the best position
9. Clear the pathway from the gate to the coal bunker for access to the coal bunker which will be used for storage for the Montessori school
10. Check that outside light works and is adequate for use in the dark nights.
11. Get the roof and gutters checked and if needed cleaned
12. Remove aerial cable from inside the hall

### Grounds Maintenance

13. Get the back area removed of grass and thoroughly cleaned up
14. Get the Holly and other items cut back - this can be burnt on the old Guide Hut site
15. Remove flag pole from the side of Hollybush Hall
16. Look at re plastering the back step down the side of the Hollybush Hall

### General Admin

17. Enquire with Planning regarding placing a wooden shed behind the hall – do we need planning permission as hall is located in a Conservation Area?
18. Check to see if Wi-Fi will be useable in the Hollybush Hall.
19. Memorandum of Understanding drafted.

The following works were agreed to be carried out by the Leasee

Radiator covers to be replaced  
The outdoor space will be landscaped

Outdoor shed will be purchased and erected.

Outdoor shoe cupboard

Signage

It was also agreed that

Keep cupboard in Ladies toilet.

Flooring in toilet to stay

**Date: TUESDAY 24<sup>th</sup> MAY 2016**

**Subject: FOUR YEAR VISION**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt Clerk, Michelle Putman Halls Administrator

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

## **1. RECOMMENDATIONS**

### **Hall Refurbishment programme**

1.1 Members are asked to look at the list of works identified and prioritise these in order that officers can obtain quotations.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None Specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 None Specific

## **4. RISK MANAGEMENT ISSUES**

4.1 The halls should be regularly inspected to ensure that the Councils assets are kept in a reasonable condition.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 None specific

## **6. LEGAL ISSUES**

6.1 None Specific

## **7. BACKGROUND INFORMATION**

7.1 Site inspections have now been carried out at the War Memorial Hall and the Bullisland Hall.

The following programme of works has been identified for each site.

## **War Memorial Hall**

### Signage

- A new Caretakers sign is required
- RBL sign is being refurbished and will be placed on the hall wall
- The directional sign for the Hollybush has been installed
- A new sign for the parking area outside the hall is required
- Disabled parking sign required
- Internal sign for Community notice board inside the hall near kitchen

### Internal works

- Replace bolt on the Chair store
- Order new toilet and baby changing signs for hall doors
- Order blinds for Common Room and Chair store
- Order wall brackets for fire extinguishers
- Steam Clean all toilet floors to remove dirt/grime from joints
- Repair/replace ladies toilet door locks
- Monitor water stain on the ceiling of disabled WC with a view of repainting if this does not increase
- Fix bolt on caretakers store with a hasp a stable combination lock
- Remove light cover and clean in ladies changing room.
- Repaint radiator in ladies changing room, rubbing down existing first.
- New light switch required in ladies toilet lobby area
- Clear away rubbish in and on top of storage cupboards near men's toilets
- Remove metal coat rails in men's changing room
- Wall coat hooks to be moved to reduce obstruction
- Steam clean floors in kitchen especially around joints.

## **Bullsland Hall**

- Hall needs painting inside and out
- Place radiator in hallway between kitchen and toilets
- Hall sign to be placed on the outside of the building
- Replace noticeboard outside hall to match the standard boards elsewhere
- Replace bin at the front of the building
- Re-varnish bench
- Sign 'Parking for Hall Users Only'
- Cutback overhanging branches to side of hall
- New sign with Caretakers details
- Replace current sign 'Please be mindful of neighbours when leaving the premises'

The Clerk is also to chase TRDC to obtain updated Liquor Licence and SPS signs for all halls.