

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 26th JULY 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Raj Khuroya
*Cllr Jill Leeming
*Cllr Ken Morris
Cllr Alison Preedy
*Cllr Martin Trevett
*Cllr Steve Watkins (ex officio)
Cllr Jane White (ex officio)
Cllr Jenny Wood

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

There were two Members of the public present. Agenda Item 9 was taken following approval of the minutes but for order will be minuted in order of the agenda

16/11 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Alison Preedy, Jane White and Jenny Wood

16/12 DECLARATION OF INTEREST

There were no declarations of interest

16/13 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 24th May 2016 were approved as a true and correct record.

16/14 MATTERS ARISING

There were no matters arising

16/15 SECRETARY'S REPORT

War Memorial Hall –

Hanging baskets – it was noted that a pulley device could be purchased which would make the watering of the hanging baskets easier.

Blinds – it was agreed that the Secretary would contact Herts One Stop, to get advice about the style and fixing

Common Room – nothing to report

Bullsland Hall & Hollybush Hall

Fridge Freezer – it was agreed that the Committee would purchase a new fridge freezer for the Bullsland Hall but the RVS would be limited to the amount of space they could use.

Members were shown the new design for the entrance sign for the Bullsland Hall.

The Committee

RESOLVED

That the Secretary purchases a new Fridge Freezer at a cost of £239.00 for the Bullsland Hall.

That the Secretary arrange for the new sign to be erected at the Bullsland Hall at a sum of £390 + VAT including installation.

It was noted that the Secretary had received notification from TRDC with regard to bookings under the Counter Terrorism and Security Act. It was agreed that the letter did not offer any information was not known already, and that the Committee were confident that current procedures and staff experience were more than adequate.

16/16 TREASURERS REPORT

The Committee

RESOLVED

To note the report

16/17 MONTESSOURI SCHOOL AT THE HOLLYBUSH HALL.

The Clerk advised that the Heads of Terms had still not been received from the tenant and therefore there was nothing to report.

16/18 FOUR YEAR VISION

Items within the four year vision had been discussed within the Secretaries Report.

16/19 REQUEST FOR CHANGE OF USE OF THE MENS CHANGING ROOMS FOR OFFICE SPACE FOR CK DANCE SCHOOL

Members received a presentation from the new owners of CK Theatre School, Josh Sills and Lucy Miller.

Members were shown photos of the space being discussed. Cllr Raj Khiroya had investigated the proposal and written the report as detailed below.

The proposal from the tenant is as follows :-

Based on B1 class (office space) properties available to rent in the local area the average annual price ranges from £170-£190m2. The proposed office area at the Memorial Hall is 6.66m2. Therefore taking the mid-point of £180m2 we would like to propose an annual rent of £1,198.80.

Cllr Khiroya subsequently checked office rent in the area and for serviced offices it is £250 per person per month (all in). For normal office space (Class B1) it is between £25 to £30 per sq. ft. which does not include rates or any utilities. The way it normally works- smaller the office higher is the rent.

CKTS wish to rent an area of 6.66 M2 = 71.26 Sq ft (this needs to be measured & verified)
CKTS offer is £1,198.80 per annum = £16.82 per Sq ft (which includes Utilities)

Therefore, it was felt that their offer to rent the office is rater too low. If the Committee work at the lower rate £25 per sq ft and give them an allowance of 10% for the works they have agreed to carry out (£25 - 10% = £22.50) for converting the office it should be –

£ 22.50 x 71.26 sq ft = £ 1603.35 per annum.

Their current offer is £1200 per annum and using the above calculation would be £1600 per annum, the difference is approx. £400 per annum. As CKTS have been associated with the Parish for a long time the Committee could still compromise and meet them half way. Therefore £1600 - £200 = £1400 per annum including electricity , gas & water as we will not be able to separate their usage, but not including rates, insurance , or parking

Other things that the Committee considered were.

- 1) Business Rates – it was agreed that CKTS should apply for separate business rates
- 2) Insurance – the parish council would continue to insure the building but CKTS would be responsible for insuring their activities and contents
- 3) Cleaning charges – CKTS would be responsible for cleaning their area
- 4) Legal cost - each party pay their own
- 5) Parking – there will be no parking facilities available
- 6) Upkeep / Maintenance – CKTS would be responsible for the upkeep and maintenance of their area.
- 7) That prior to relinquishing the lease, CKTS will be responsible at the Landlords request of dismantling the office area.
- 8) That there would be a rent review after 1 year to take into account actual utility usage.
- 9) All staff would need to have DBS checks
- 10) CKTS would have a separate entrance, for which the Parish Council would have keys, but all staff would be responsible for the security of the building.

Members discussed the proposal, and received confirmation that should CADS wish to put on a performance changing facilities would still be available, all be it that the space would be greatly reduced. It was noted however that they had not put on a performance for a number of years. It was confirmed that they are the only users of this space, which otherwise was left unoccupied.

The Committee

RESOLVED

That the Clerk sends out Head of Terms as set out in the above documentation

That the rent be agreed at the sum of £1400 including utility costs which will be reviewed after one year.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Martin Trevett and unanimously agreed

16/10 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.40 pm

Signedagreed via email Date

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed Date

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 27th SEPTEMBER 2016

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

Actions taken:

1. The new parking sign for the barrier at the front of the hall for 'Hall users only' has been put on the railings as per the enclosed.
2. The new sign for 'Disabled Parking only' has been placed on the wall outside the War Memorial Hall.
3. The new sign displaying the caretakers contact numbers has been put up on the side of the War Memorial Hall.
4. During the summer holidays all the tables have been thoroughly cleaned some of the worst affected chairs have been steam cleaned and de-bobbled.
5. WIFI at the War Memorial Hall been repaired.
6. The steam cleaner was used on the floors in the toilets and in the kitchen. Although it made a slight difference in the kitchen it did not make any headway in the toilets. The caretaker felt that a commercial steam cleaner was needed for these.
7. British Gas has replaced the control panel for the boiler. There are instructions for use beside the boiler.

JK Dance have cancelled their Monday morning booking and transferred to the Royal British Legion.

For Information

Blinds for the War Memorial Hall and Common Room

Quotations have been obtained for new blinds in the store room of the War Memorial Hall and two sets of blinds for the Common Room.

Officers went to HCC First Stop and therefore there is only one quote.

- Quotations were received for roller blinds with a continuous metal control chain with a colour to be decided at a total sum to supply and fit of £252.06

- Costs for the vertical blinds with metal cord and tidy chain to supply and fit £802.71

The suppliers recommendation was that whilst vertical blinds were probably more attractive, in a multiuse scenario it was preferable to use roller blinds as they were more durable and less likely to break.

For Decision

Over the weekend of the 3rd/4th September the Dishwasher broke down. The engineer advised that the pump had seized and as the dishwasher was nearly 13 year old was beyond economical repair.

Cllr Rodney Kipps contacted various companies to obtain the best price. Due to high volume of bookings the Chairman agreed the order be placed immediately for the new Dishwasher which was installed on Tuesday 13th September, 2016.

Three quotes were obtained

Company A Dishwasher with integral water softener and installation	£1700
Company B Dishwasher with integral water softener and installation	£2100
Company C Dishwasher with integral water softener	£1983*

*installation at an additional cost

The Machine was purchased from Company A

For Decision (retrospectively)

Mike Field has checked the hearing loop at the War Memorial Hall. It is working but not very efficiently. He has suggested that the speakers on the top of the stage are not carrying the sound, and therefore has suggested that they be moved down to just below the speakers.

For Decision

THE COMMON ROOM

Please see the item about the blinds on the War Memorial Hall

BULLSLAND HALL

The fridge/freezer has been replaced in the kitchen which was purchased by the Parish Council at a cost of £275.00

The new hall signage has been put up outside the hall – see photo.

Reports were received from the Caretaker with regard to the lighting in the toilets. The electrician was called out and reported the following:

Toilet 1 - Light working but emergency light not working. New emergency light required Electrician to replace.

Toilet 2 - Emergency light working but normal light not working. The bulb replaced in light by Electrician.

For Information

The Wednesday Art Class has unfortunately decided not to return to the Bullsland Hall due to the fact that they only had 3 members

The Monday morning Creation Station classes are unfortunately not continuing in the hall this term due to lack of attendees.

For Information

We are currently awaiting delivery of the new notice board for the Bullsland Hall.

For Information

HOLLYBUSH

The work on the replacement toilets and sinks in the bathrooms has been completed and the new carpet tiles have been put down.

For Information

ROYAL BRITISH LEGION

Then Royal British Legion sign has been placed back up on the corner of the war Memorial Hall.

For Information

Month No : 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Village Hall Trust</u>					
<u>100</u>	<u>General Administration</u>				
4000	Salaries	9,463	26,850	17,387	17,387
4020	Inc Tax & NI	2,335	6,320	3,985	3,985
4030	Superannuation	4,025	9,900	5,875	5,875
4055	Travelling Expenses	324	810	486	486
4056	Mobile Phones	516	0	-516	-516
4060	Consumables	209	950	741	741
4065	Hand Drier & Sanitary Costs	841	1,390	549	549
4080	Insurance	1,437	1,565	128	128
4085	Licence Costs	933	1,550	617	617
4090	Trade Refuse Costs	834	1,430	596	596
4095	Affiliation Fee CDA	0	35	35	35
4100	Annual Safety Inspection	0	120	120	120
4105	Bank Charges	10	50	40	40
4110	Parish Events Costs	0	50	50	50
4115	Audit Fees	0	370	370	370
4120	Post & Stationery	0	400	400	400
4125	Computer Services	0	1,340	1,340	1,340
4130	Health & Safety	0	500	500	500
4155	Hall Cleaning	87	0	-87	-87
4900	Miscellaneous Expenditure	20	200	180	180
	General Administration :- Expenditure	21,036	53,830	32,794	0
1000	Parish Events Income	50	800	-750	0
1020	Grants & Donations Received	20,000	20,000	0	0
1030	Interest Received	1	35	-34	0
1900	Miscellaneous Income	1	0	1	0
	General Administration :- Income	20,051	20,835	-784	
	Net Expenditure over Income	984	32,995	32,011	
<u>200</u>	<u>War Memorial Hall</u>				
4000	Salaries	660	0	-660	-660
4055	Travelling Expenses	34	0	-34	-34
4150	Rates	450	0	-450	-450
4155	Hall Cleaning	227	745	518	518
4160	Hall Maintenance	2,971	4,000	1,029	1,029
4165	Minor Improvements	31	1,000	969	969
4200	War Memorial Services	501	7,560	7,059	7,059

Month No : 6

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4201	War Memorial Gas	942	0	-942		-942
4202	War Memorial Electricity	856	0	-856		-856
4203	War Memorial Water	179	0	-179		-179
4204	War Memorial Telecoms	405	0	-405		-405
4900	Miscellaneous Expenditure	322	0	-322		-322
	War Memorial Hall :- Expenditure	7,578	13,305	5,727	0	5,727
1200	WMH Lettings	15,634	32,825	-17,191		0
1210	Common Room Lettings	540	0	540		0
1900	Miscellaneous Income	547	0	547		0
	War Memorial Hall :- Income	16,721	32,825	-16,104		
	Net Expenditure over Income	-9,143	-19,520	-10,377		
300	Bullisland					
4150	Rates	18	0	-18		-18
4155	Hall Cleaning	613	0	-613		-613
4160	Hall Maintenance	0	0	0		0
4165	Minor Improvements	239	0	-239		-239
4300	Bullisland Services	0	1,600	1,600		1,600
4301	Bullisland Gas	156	0	-156		-156
4302	Bullisland Electricity	133	0	-133		-133
4303	Bullisland Water	153	0	-153		-153
4304	Bullisland Telecoms	235	0	-235		-235
	Bullisland :- Expenditure	1,548	1,600	52	0	52
1300	Bullisland Lettings	5,962	10,000	-4,038		0
	Bullisland :- Income	5,962	10,000	-4,038		
	Net Expenditure over Income	-4,414	-8,400	-3,986		
400	Hollybush					
4150	Rates	62	0	-62		-62
4155	Hall Cleaning	0	0	0		0
4160	Hall Maintenance	1,041	0	-1,041		-1,041
4165	Minor Improvements	0	0	0		0
4400	Hollybush Services	0	535	535		535
4402	Hollybush Electricity	61	0	-61		-61
4403	Hollybush Water	33	0	-33		-33
	Hollybush :- Expenditure	1,197	535	-662	0	-662
1400	Hollybush Lettings	255	2,000	-1,745		0
	Hollybush :- Income	255	2,000	-1,745		
	Net Expenditure over Income	943	-1,465	-2,408		

Month No : 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Village Hall Trust :- Expenditure	31,359	69,270	37,911	0	37,911
Income	42,989	65,660	-22,671		
Net Expenditure over Income	-11,630	3,610	15,240		

Date: TUESDAY 27th SEPTEMBER 2016

Subject: AGREEMENT FOR A MONTESSORI SCHOOL AT THE HOLLYBUSH HALL HEADS OF TERMS

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Heads of Terms
Parish Council Comments in Green
Tenants comments in Red

Contact for further information: Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee agree to a the Heads of terms outlined in the attachment
- 1.2 That subject to the agreement of the above, the tenant takes occupation with effect from 1st October 2016.

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

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The property has now been improved for the tenant at the Parish Councils expense and therefore a schedule of condition should be carried out as part of the lease agreement.

6. LEGAL ISSUES

6.1 Once the Heads of Terms have been agreed, a Lease will be drawn up between the Parish Council and the Tennant of Hollybush Montessori School

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 – Carried out at a cost of £1674
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 new flooring to the WCs and kitchen area Carried out at a cost of £2122.00
4. The silver backing behind the radiators to be put back in place. Completed
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 – carried out by caretaker
12. Remove aerial cable from inside the hall – carried out by caretaker

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 – No required
18. Check to see if Wi-Fi will be useable in the Hollybush Hall.
19. Memorandum of Understanding drafted.
- 20.

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.

Thus far the cost of refurbishment has come to £4459.27 estimates are still required for the fencing and gates.
The remaining work can be carried out in house with by the Caretaker or Rangers.

Date: TUESDAY 27th SEPTEMBER 2016

Subject: Motorised Screen

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked consider the purchase of a new screen for the War Memorial Hall

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 Additional equipment will have to be added to the insurance premium and also entered into the Asset Register

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The costs for the two different types of screen are listed below. They have the same specification.

Tensioned Motorised Screens

Company A Including VAT and Delivery	£1606.80
Company B Including VAT and Delivery	£1743.60
Company C Including VAT and Delivery	£1714.80

Non Tensioned Motorised Screens

Company A Including VAT and Delivery	£914.29
Company B Including VAT and Delivery	£948.00
Company C Including VAT and Delivery	£934.80

There are sufficient funds within the Minor Improvements budget for the Non Tensioned Screen.

6. LEGAL ISSUES

6. None Specific

7. BACKGROUND INFORMATION

7.1 Chorleywood Film Club has now made the War Memorial Hall their primary venue for showing films.

7.2 However the current screen is inadequate as it is in the wrong format for showing modern films as they along with other media now use a different wider format. It is also too small in today's terms.

7.3 The Film Club have to bring in a larger, portable widescreen for each screening.

7.4 It is the Film Clubs view that if the screen could be replaced as part of the overall upgrade programme of the WMH, then other existing users such as the U3A and Bookshop would benefit.

7.5 Any new screen will have to be ceiling mounted as the current one, but would also need to be properly tensioned to provide a flat, wrinkle free surface for the image.

7.6 Mike Field who often assist the Parish Council at the WMH is confident he could rig up a way of providing adequate tensioning for a flat surface.

7.7 Self tensioning screens are more expensive but prices have been obtained for both tensioned and self-tensioned screens.

7.8 The Film club have advised that 'An upgraded motorised screen would certainly add to the WMH's attraction and reinforce the decision to use it as our 'home venue'. It is their intention to show 12 films per year and also work with the Bookshop to hold an annual film festival .

VILLAGE HALLS FOUR YEAR VISION 2015/16

Agenda item 8.

Item	Detail	Other Committee affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External) and next steps	Anticipated Cost	Date work is due to commence	Target date for completion
Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls			<p>Councillors & Office – advertising refresh of publications, local leaflets/Chorleywood Matters, followed by My Chorleywood News Marketing Panel –AP, HD, RKh, JWh.(does this need updating?)</p> <ul style="list-style-type: none"> - research local competition - the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc <p>rates packages – eg: rate for a wedding rather than per hour</p> <p>Digital Marketing including a Facebook page and updated information on website</p>	Advertising costs	July 2015	To be reviewed by Committee
Maintenance Refurbishment programme	To look at all the halls on a quarterly basis to look at Maintenance and refurbishment. Talk to the Caretakers and Cleaners to ascertain if their work practices are sufficient ie are they given enough time to carry out the tasks/cleaning required.			<p>Clr input to enable independent quarterly checks,</p> <p>Feedback from front line staff</p> <p>Possible feedback forms from hirers which can be reported back to Committee</p>			
Parking at WMH	Parking may not suitable for all visitors, establish what can be done to improve things	Open Spaces		To look at what can be done to improve the parking surfaces, lighting and available space			

Date: TUESDAY 27th SEPTEMBER 2016

Subject: Health and Safety Report Electrical Testing

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk, Deputy Clerk

1. RECOMMENDATIONS

1.1 To consider any actions necessary as a result of the recommendations brought to the attention of the Council by the electrician completing the Electrical Testing and Emergency Lighting annual checks this year at the Village Halls

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

Royal British Legion Hall:

The installation is antiquated by modern standards with most of the lighting circuits solely reliant on conduit system as its CPC. The electrician did notice a few departures at the time of test that are non-compliances to the current regulations but overall feels that the installation is in a satisfactory condition.

Bullsland Hall:

Overall this installation is seen as satisfactory with only minor departures to the current version of the regulations. However if any new parts were to be installed it would need to be brought up to the current standard.

The emergency lighting was tested and noted was the failure of the main Hall x 1 light, the store and kitchen light fittings, they lasted about an hour.

Hollybush Hall:

Overall the installation is good with only some minor departures due to the overall age. There is evidence of heat damage to conductors within the external sodium light fitting.

The existing distribution board is plastic and now does not meet current standards of fire ratings and also being a 16th Edition board it has no RCD protection to the lighting, heating and smoke alarm circuits. This will need to be assessed if the current regulations change or additional work is requested.

War Memorial Hall:

Overall due to recent layout changes some schedules and distribution layouts are now incorrect.

The electrician has stated that the replacement of the Hall wall lights has also allowed access to the live conductor connections and the fitted lamps (bulbs) are resting against these conductors. He has recommended that this be looked at and LED lamps (bulbs) fitted to reduce heat effects.

He further states that apart from a few minor departures mentioned and the overall age of the installation being antiquated by modern standards, it is in a reasonable condition for continued use providing these departures are rectified.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 The electrician is required to raise any issues or observations from the annual emergency lighting and Electrical testing checks that need to be brought to the attention of the Parish Council.

7.2 The reports and observations within this report are for the Village Halls only. Observations for the Parish Office have been reported to the September Policy and Resources Committee.