

## **CHORLEYWOOD PARISH COUNCIL**

### **CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING** **TUESDAY 28<sup>th</sup> FEBRUARY 2017**

Agenda item 5

#### **SECRETARY'S REPORT**

*The Council have engaged a new surveyor. One of his first jobs will be to do a schedule of condition at each of the halls. He will then be putting together a maintenance plan which should enable the Committee to prioritise work and budgets accordingly.*

#### **WAR MEMORIAL HALL**

##### **Actions taken:**

1. The new screen was installed on Friday 24th January, 2017 by the electrician. Unfortunately the film club felt the screen was not low enough and needed to be lowered by 15" to 16" to show the films adequately and have the projector at the back of the hall. The Electrician returned on Wednesday 15<sup>th</sup> February to lower the screen using unistrutt and studded rods rather than having the screen hanging on chains as previously. (This would have been a H&S issue which would have resulted in regular checks and monitoring – having it fixed does not require the same amount of maintenance) It should be noted that the screen was fitted to the film clubs specifications. This was completed by the electrician. The length of extension was discussed and agreed by the film club, although when fitted the film club did say that it could do with lowering a little bit further. At this point the electrician had used all the unistrutt and was not in a position to alter the drop of the screen.
2. Above the stage there is a water storage tank which has been leaking, making the stage and curtains damp. A Plumber came out to check the leak, which required a new washer and the system was flushed out, and the water flow lowered to alleviate any further leakage. However the Plumber has chased the piping which feeds the supply to the Royal British Legion, and therefore has nothing to do with the WMH.

Members should decide therefore if the RBL should be charged for this work

##### **For Decision**

3. Unfortunately another hanging basket chain has broken – the basket has been removed.
4. The new door installed in the stage exit doors which will allow for entrance and exit to the new CKTS office, has been checked and is still suitable as a fire exit.
5. A new kettle has been ordered for the hall to replace the damaged one.
6. Over the weekend the Dishwasher got jammed and stopped working. An engineer has been called out to investigate the problem.

7. The tree application to remove the 2 x Ash trees at the entrance to the hall and by the entrance to Betjeman Gardens has been approved for felling. Once the trees have been removed it is suggested that this space be used to create a bin store to house the refuse and recycling bins.
8. A smart meter will be installed at the War Memorial Hall on Thursday 6<sup>th</sup> April, 2017, by E-on.
9. Since the last meeting we have received two positive feedbacks on the War Memorial hall.
10. A defibrillator will be installed outside the War Memorial Hall, the box has been sponsored by Chorleywood Golf Club, and a plaque will be placed underneath the Defibrillator to advise that Chorleywood Golf Club are a sponsor.

We are awaiting a second quotation for the replacement strip lights of the lights within the War Memorial Hall.

### **For Information**

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1. A children's birthday party was held in the War Memorial hall on Saturday 4<sup>th</sup> February 2017. Unfortunately the guests released confetti which has stained the floor and will not come out following cleaning. The Floor Company have been contacted for their views on what can be done to remove the stains.
2. The red tiles at the front of the main hall entrance look as though they are sinking and when it rains water lays on the tiles making it almost impossible to pass and is unsightly. It is suggested that the surveyor be asked for advise on this.
3. We have received a quotation for replacement of external lighting.
  - \* To supply and install 1 x key switch isolator in replacement of existing timer switch.
  - \* To supply and install 3 x 10w TY R.I.R L.E.D lights to side walkway at staircases.
  - \* To supply and install 2 x 30w R.I.R L.E.D lights to rear wall overlooking school and gates.

The quotation is based on re-using part of the existing wiring and conduit running around the surface of the building. It will be adapted to suit the new requirements by adding additional termination boxes along the conduit run.

At a cost of £762.00 - Labour and Materials

4. There is a provisional booking in the hall during September for possibly a 5 day festival. The hirer wants to have naked flames /candles. They have forwarded photos of the intended candles which are just for the festival. Officers have carried out a risk assessment and agree that with certain conditions this could be allowed, however the hirers have now asked that the e Conditions of Hire be changed accordingly.

It is suggested however that written permission be given to override this condition but also giving in writing the provisos to cover the H&S fire risk.

**For Decision**  
**THE COMMON ROOM**

1. The new projector and sound system has been ordered, awaiting confirmation of installation.

**For Information.**

2. A quotation has been received to put in the new fire door between the Common Room and WMH. Which should also act as sound proofing. The cost will not be in excess of £300.

**For Decision**

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**BULLSLAND HALL**

1. The boiler has been repaired.
2. The Electrician has checked and rectified the problems with the emergency lights.

**For Information**

- 3 There is a new booking in the hall on a Friday afternoon for 2 hours. , The hirer has asked if we are able to provide a white board for use of all hirers of the Bullsland Hall.

Members are asked to consider purchasing a whiteboard for use at the WMH. Prices will be available in the meeting.

**For Decision**

4. The Clerk has received a complaint from Residents of Bullsland Gardens who are concerned that people hiring the Bullsland hall are parking in Bullsland Gardens, making it almost impossible for the residents to park their cars. The Secretary has asked the main hirers to make sure their client park responsibly. However this cannot not be monitored.

There is scope to increase the amount of parking at the front of the hall, using the grass area.

Members are asked to consider seeing if the Surveyor can come up with ideas. Permission will be required from TRDC before any alterations can be made and also there may be a requirement to obtain planning permission.

**For Decision**

5. A Defribulator will be installed outside the hall.

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**HOLLYBUSH HALL**

- A smart meter will be installed on Thursday 6<sup>th</sup> April, 2017, by E-on.

## Budget Detail - By Centre

## Note : Village Halls Budget 2017/18

	<u>Current Year</u>		
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<b><u>100</u></b> <b><u>General Administration</u></b>			
4000 Salaries	26,850	20,112	26,850
4020 Inc Tax & NI	6,320	4,586	6,320
4030 Superannuation	9,900	7,986	9,900
4055 Travelling Expenses	810	701	810
4056 Mobile Phones	300	285	300
4060 Consumables	950	484	950
4065 Hand Drier & Sanitary Costs	1,390	1,417	1,390
4080 Insurance	1,565	1,437	1,565
4085 Licence Costs	1,550	1,253	1,550
4090 Trade Refuse Costs	1,430	1,480	1,480
4095 Affiliation Fee CDA	35	0	35
4100 Annual Safety Inspection	120	0	120
4105 Bank Charges	50	16	50
4110 Parish Events Costs	50	0	50
4115 Audit Fees	370	189	370
4120 Post & Stationery	400	0	400
4125 Computer Services	1,340	0	1,340
4130 Health & Safety	500	427	500
4160 Hall Maintenance	0	130	0

## Budget Detail - By Centre

## Note : Village Halls Budget 2017/18

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4900	Miscellaneous Expenditure	200	98	200
	<b>OverHead Expenditure</b>	<b>54,130</b>	<b>40,602</b>	<b>54,180</b>
1000	Parish Events Income	800	50	800
1020	Grants & Donations Received	20,000	20,000	20,000
1030	Interest Received	35	1	35
1900	Miscellaneous Income	0	152	0
	<b>Total Income</b>	<b>20,835</b>	<b>20,203</b>	<b>20,835</b>
<b>100</b>	<b>Net Expenditure</b>	<b>33,295</b>	<b>20,399</b>	<b>33,345</b>
<b>200</b>	<b><u>War Memorial Hall</u></b>			
4000	Salaries	0	660	0
4055	Travelling Expenses	0	34	0
4150	Rates	1,445	1,466	1,445
4155	Hall Cleaning	745	384	745
4160	Hall Maintenance	4,000	5,056	5,000
4165	Minor Improvements	1,000	1,213	1,000
4200	War Memorial Services	7,560	834	7,560
4201	War Memorial Gas	0	1,456	0
4202	War Memorial Electricity	0	1,261	0
4203	War Memorial Water	0	391	0

Budget Detail - By Centre

Note : Village Halls Budget 2017/18

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
4204	War Memorial Telecoms	0	837	0
4900	Miscellaneous Expenditure	350	322	350
	<b>OverHead Expenditure</b>	<b>15,100</b>	<b>13,914</b>	<b>16,100</b>
1200	WMH Lettings	32,825	26,246	32,825
1210	Common Room Lettings	2,000	1,345	2,000
1900	Miscellaneous Income	1,000	547	1,000
	<b>Total Income</b>	<b>35,825</b>	<b>28,138</b>	<b>35,825</b>
<b>200</b>	<b>Net Expenditure</b>	<b>-20,725</b>	<b>-14,224</b>	<b>-19,725</b>
<b>300</b>	<b><u>Bullsland</u></b>			
4150	Rates	175	120	175
4155	Hall Cleaning	0	121	0
4160	Hall Maintenance	0	390	390
4165	Minor Improvements	0	631	239
4300	Bullsland Services	1,600	188	1,600
4301	Bullsland Gas	0	251	0
4302	Bullsland Electricity	0	226	0
4303	Bullsland Water	0	192	0
4304	Bullsland Telecoms	0	407	0
	<b>OverHead Expenditure</b>	<b>1,775</b>	<b>2,527</b>	<b>2,404</b>

## Budget Detail - By Centre

## Note : Village Halls Budget 2017/18

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
1300	Bullsland Lettings	10,000	8,528	11,500
	<b>Total Income</b>	10,000	8,528	11,500
<b>300</b>	<b>Net Expenditure</b>	-8,225	-6,002	-9,096
<b>400</b>	<b>Hollybush</b>			
4150	Rates	220	172	220
4155	Hall Cleaning	0	0	0
4160	Hall Maintenance	0	1,155	1,500
4165	Minor Improvements	0	0	0
4400	Hollybush Services	535	0	535
4402	Hollybush Electricity	0	137	0
4403	Hollybush Water	0	185	0
	<b>OverHead Expenditure</b>	755	1,650	2,255
1400	Hollybush Lettings	2,000	1,921	5,000
	<b>Total Income</b>	2,000	1,921	5,000
<b>400</b>	<b>Net Expenditure</b>	-1,245	-271	-2,745
	<b>Total Budget Expenditure</b>	71,760	58,693	74,939
	<b>Income</b>	68,660	58,791	73,160
	<b>Net Expenditure</b>	3,100	-98	1,779