

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING TUESDAY 19th SEPTEMBER 2017

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

It has been a busy time at the halls over the summer period.

- The cupboard doors opposite the Gents toilet have recently been painted and look a lot better.
 - A stock check has been carried out in the kitchen and store cupboard
 - The tables and chairs have been thoroughly cleaned
 - A new amp and microphones has been ordered as one of the original microphones has broken.
 - The hearing loop is being looked into, and is believed to be fixed
 - There are new signs on the doors leading to the Gents and Ladies toilets.
 - The notice board in the hall has a new sign - **Community Notice Board**
 - The first aid boxes have been renewed.
- .
- The work on the lights both inside and outside will be carried out week commencing 23/10

FOR INFORMATION

There have been a number of formal complaints from CKTS about JK Dance and vice versa.

A complaint was received that the door leading from the gents toilets and also the door leading outside were left open and which not only caused a security issue but also safety of children going to the toilets on their own. CKTS have been asked to keep the doors shut.

To avoid this happening again the Committee agreed that a new push bar locking system be installed. Details and prices are attached in Appendix 1 of this report.

A second complaint was received from JK Dance stating that staff from CKTS had entered into that hall during time booked by JK to get milk from the kitchen. CKTS stated they were not aware that JK had booked the hall at this time. CKTS were not aware at the time that JK had booked extra sessions. CKTS have been advised that they cannot have access to the kitchen unless they are paying for the hall hire.

The Clerk received a 'formal complaint' from CKTS advising that some of the posters displayed on the Community noticeboard had been defaced. They believed this to be JK Dance. The Clerk advised both parties that the Community Noticeboard will be taken down if users could not respect others.

The last complaint was regarding Village Day which has been dealt with by another committee. However there appears to be more than healthy competition between these two groups. The situation is being monitored.

BULLSLAND HALL

- The hall, kitchen and toilets have all been painted – and look really nice
- The curtains were originally taken down for cleaning however they are very faded and in a poor state - Herts Full Stop have been contacted for a quotation for blinds and these may turn out to be more efficient.

COMMON ROOM

- New sign has been ordered to be placed on the outside of the hall

WW1 Event

November 2018 will celebrate the end of the First World War. It should be remembered that the War Memorial Hall was built in memory of the fallen. In 2014 the Parish Council organised an event which marked the start of the war. This was a sensitive thought provoking event , fitting for the sentiment. Members are asked to consider if they wish to do something a little more uplifting the commemorate the end of WW1, in November 2018. Officers feel that something that could involve the regular users, (especially the dance classes which may improve harmony) to showcase what they do as well as holding an event for the public.

Members are asked to consider the proposal and decide whether to move forward with it.

FOR CONSIDERATION

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WAR MEMORIAL HALL

APPENDIX 1

Examples of security locking systems.

1.



Exidor 296 Single Door Panic Bar With Latch

Choose Type:

From: £37.99 ex VAT
£45.59 inc VAT

Qty: 1

[Product Overview](#)

[Outside Access Devices](#)

[Technical Data](#)

When it comes to exit hardware, quality counts. Exidor equipment is manufactured in the UK, and therefore if you are looking for a fail-safe, great value single door panic bar with latch, look no further. This system is fire rated for use on both timber and steel doors, and is supplied non-handed as standard. This single door panic bar and latch is quite probably the most versatile and easily installed panic bar system. All products are subject to rigorous third party testing before being released, and as such fully conform as well as Certifire accredited. The manufacturer's confidence in the build quality of this product is second to none.

- Single door panic bar with latch
- Available with the following optional outside access device options:
 - [Exidor 302](#) Outside Access Device With Knob
 - [Exidor 322](#) Outside Access Device With Lever
 - [Exidor CL1](#) Mechanical Code Lock
- Entirely UK manufactured (Exidor CL1 option not included)
- Suitable for use in public or private buildings
- Non-handed - suitable for left & right-handed doors
- Long term performance guaranteed - tested to withstand a minimum of 200,000 cycles
- For use on outward opening final exit doors
- Suitable for use on fire and smoke door assemblies as tested in accordance with [EN 1634-1](#)
- Designed for doors weighing no more than 200kg
- 10 year manufacturer's warranty
- Supplied with fixings for wooden doors as standard
- CE marked and [Certifire accredited](#)

Delivery Options

The following delivery options are available on this product.

Next Day Delivery

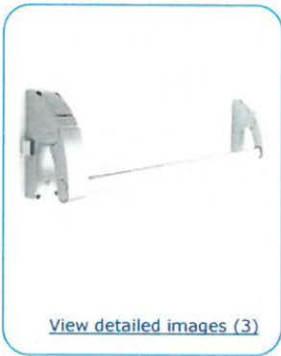
Delivered the next working day by UK Mail from £6.50 ex VAT - [More info](#)

For delivery on Friday 18th August order within **4 hours 58 minutes**

Excellent Warranty

2.

[Home](#) :: [Fire Exit Security](#) :: [Push Bars and Bolts](#) :: Push bar panic latch



[View detailed images \(3\)](#)

Like 0

Push bar panic latch

Model number: FE991SE
List price: £78.00
Your Price: **£47.99 + vat** (£57.59 inc. vat)
Saving: £30.01 (38%)
Available **In Stock**
Delivery: Next working day if ordered before 2pm
(that's in 4 hours 15 minutes and 12 seconds)

Reviews: [\(4 reviews\)](#)

Certifications:



BUY NOW

Push bar panic latch
Model number: FE991SE

Price: £47.99 + vat
(£57.59 inc. vat)

Hold-back:
no thanks

Quantity 1

ADD TO CART

or
[buy and checkout now](#)

Product Features

Sometimes known simply as a push bar or crash bar, our high quality reversible panic latch is designed to satisfy EN1125 and is CE Marked. With a very low projection from the door, it is suitable for single doors up to 1300mm wide and 2500mm high. It will even work on the active door of a rebated double door.

Our panic latch is powder coated in silver and has a cast universal latch keep that can be surface mounted or morticed into the door frame. Reversible on site as left or right hand, it also comes with fixing screws

Please note the item is not suitable for plastic or UPVC doors

Option: Available with an optional hold-back which can be used on a fire door provided the door has been tested in the unlatched position

60-Days Free Returns

Low Price Guarantee

Delivery Next Work Day

3.



Briton



Briton 378E Single Door Panic Latch

For public areas

£32.50 + VAT
Each

Code 575290

BULK QUANTITY DISCOUNTS	
Each	5+
£32.50	£29.50

OVERVIEW

Briton 378E Single Door Panic Latch

Suitable for use on single doors and the first opening leaf of double doors with rebated meeting stiles

For non-public areas such as offices, select products that are BS EN 179 applicable

For public areas

Suitable for doors up to 1300mm wide

Supplied in left or right hand, but can be reversed on site

BS EN 1125: A panic application where the exit door is used by the public and provides "safe and effective escape through the doorway with minimum effort and without prior knowledge of operation". For example: theatres, shops, schools, hospitals and cinemas

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Village Hall Trust</u>					
<u>100 General Administration</u>					
4000	Salaries	8,294	26,850	18,556	18,556
4020	Inc Tax & NI	1,427	6,320	4,893	4,893
4030	Superannuation	3,128	9,900	6,772	6,772
4055	Travelling Expenses	283	825	542	542
4056	Mobile Phones	75	360	285	285
4060	Consumables	137	970	833	833
4065	Hand Drier & Sanitary Costs	783	1,420	637	637
4080	Insurance	0	1,650	1,650	1,650
4085	Licence Costs	813	1,580	767	767
4090	Trade Refuse Costs	0	1,510	1,510	1,510
4095	Affiliation Fee CDA	0	35	35	35
4100	Annual Safety Inspection	0	125	125	125
4105	Bank Charges	8	50	42	42
4115	Audit Fees	0	380	380	380
4120	Post & Stationery	0	410	410	410
4125	Computer Services	0	1,370	1,370	1,370
4130	Health & Safety	0	500	500	500
4500	RBL Charges	100	100	0	0
4900	Miscellaneous Expenditure	103	200	97	97
	General Administration :- Expenditure	15,152	54,555	39,403	0
1020	Grants & Donations Received	5,000	5,000	0	0
1030	Interest Received	0	35	-35	0
1500	RBL Recharge	100	100	0	0
1900	Miscellaneous Income	15	0	15	0
	General Administration :- Income	5,115	5,135	-20	
	Net Expenditure over Income	10,037	49,420	39,383	
<u>200 War Memorial Hall</u>					
4150	Rates	315	1,475	1,160	1,160
4155	Hall Cleaning	35	560	525	525
4160	Hall Maintenance	2,427	4,080	1,653	1,653
4165	Minor Improvements	390	1,000	610	610
4201	War Memorial Gas	396	4,000	3,604	3,604
4202	War Memorial Electricity	272	2,200	1,928	1,928
4203	War Memorial Water	163	500	337	337
4204	War Memorial Telecoms	491	1,000	509	509

Month No : 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4900 Miscellaneous Expenditure	79	350	271		271
War Memorial Hall :- Expenditure	4,566	15,165	10,599	0	10,599
1200 WMH Lettings	13,527	33,500	-19,973		0
1210 Common Room Lettings	544	2,050	-1,506		0
1900 Miscellaneous Income	0	1,000	-1,000		0
War Memorial Hall :- Income	14,071	36,550	-22,479		
Net Expenditure over Income	-9,505	-21,385	-11,880		
300 Bullisland					
4150 Rates	56	175	119		119
4155 Hall Cleaning	0	200	200		200
4160 Hall Maintenance	150	1,000	850		850
4165 Minor Improvements	0	250	250		250
4301 Bullisland Gas	71	600	529		529
4302 Bullisland Electricity	74	400	326		326
4303 Bullisland Water	0	250	250		250
4304 Bullisland Telecoms	178	350	172		172
Bullisland :- Expenditure	529	3,225	2,696	0	2,696
1300 Bullisland Lettings	2,161	10,000	-7,839		0
Bullisland :- Income	2,161	10,000	-7,839		
Net Expenditure over Income	-1,632	-6,775	-5,143		
400 Hollybush					
4150 Rates	68	230	162		162
4160 Hall Maintenance	100	1,000	900		900
4402 Hollybush Electricity	648	500	-148		-148
4403 Hollybush Water	72	200	128		128
Hollybush :- Expenditure	888	1,930	1,042	0	1,042
1400 Hollybush Lettings	10,000	20,000	-10,000		0
Hollybush :- Income	10,000	20,000	-10,000		
Net Expenditure over Income	-9,112	-18,070	-8,958		
Village Hall Trust :- Expenditure	21,136	74,875	53,739		
Income	31,347	71,685	-40,338		
Net Expenditure over Income	-10,211	3,190	13,401		

CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING

Agenda Item 7

Date: 29th August 2017

Subject: Notice board at Memorial Hall

Committee Member: Cllr Carol Kristian

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

- 1.1 The current notice board outside the War Memorial Hall is unattractive and invisible from the road although could be useful for notifications to interested parties.
- 1.2 Photos of suggested signs will follow under separate cover.

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The War Memorial Hall is in a conservation area and will need planning consent.

4. RISK MANAGEMENT ISSUES

- 4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 None specific dependant on cost

6 LEGAL ISSUES

- 6.1 See 3.1 above

7. RECOMMENDATIONS

- 7.1 That Members seek to erect an acceptable and beautiful sign which is visible from the road which shows the website details where people can find information about the activities and rental information.
- 7.2 This could be a generic sign. The existing sign board could also be replaced with a smarter one if it is necessary.

CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING

Agenda Item 8

Date: 29th August 2017

Subject: Heating Controls at Village halls

Committee Member: Cllr Carol Kristian

Officer Contributors:

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 To look at the new available heating controls worked though apps via the internet from anywhere to allow heating to be more efficiently controlled to save energy costs and visits.

1.2 Lighting can be operated in the same way.

2. RELEVANT PREVIOUS DECISIONS

2.1 None specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The heating is regulated on a seven day setting at present which is set according to bookings in the hall.

5.2 Automatic heating controls for business cost £249.00 plus VAT

5.3 The cost for automatic lighting controls are not know and were not supplied by the author.

6 LEGAL ISSUES

6.1 None specific

7. RECOMMENDATIONS

7.1 That Members consider the details within the report and decide on a way forward.

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING Agenda Item 9

Date: 12th September 2017

Subject: Utilisation of the Bookings for the War Memorial Hall

Committee Member: Cllr Stuart Marshall

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Usage tables

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 Thanks to some data capture by an intern, some summary analyses of the bookings at the Memorial Hall over the last year has been undertaken.

1.2 Some observations:

- Monthly data is skewed by block bookings for CADS in April and Blag Theatre in July/Aug
- CKTS is the most consistent and regular booker
- Few bookings on a Sunday
- Hardly any bookings over Xmas/New Year
- Morning 2 and Afternoon 2 are pretty much empty

1.3 Conclusions:

The average utilisation overall is 22%, which means there is significant potential to increase.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The hall is currently being subsidised - the Village Halls Committee need to address this situation.

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 It is suggested to make it easier for hirers that an online booking system is purchased for the halls.

5.2 An example would be Sarratt (<http://www.sarrattvillagehall.co.uk/booking-availability>) which is based on a low cost cloud based system called

Hallmaster (<http://www.hallmaster.co.uk/>) which costs £130 per year for a single venue booking system and could be inserted seamlessly into our new website.

6 LEGAL ISSUES

6.1 None Specific at this stage

7. RECOMMENDATIONS

7.1 That Members explore ways to increase usage, make the booking more efficient and offer a more joined up service to customers.

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING

Agenda Item 10

Date: 12TH September 2017

Subject: Aerial Classes at the WMH

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Structural report to follow

Contact for further information: Clerk

1. BACKGROUND INFORMATION

- 1.1 A request has been made from JK Dance to hold aerial classes at the War Memorial Hall.
- 1.2 Aerial classes will give strength and muscle tone .
- 1.3 The classes help learn the basic moves to advanced tricks in a friendly, supportive environment so you will feel safe, inspired and encouraged in every lesson.
- 1.4 Classes are best suited to students aged 11+ including adult classes.
No previous experience is necessary.
- 1.5 The ribbons would be fixed and taken down before and after each booking and stored off site.

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 hirer has full insurance against public liability and accident and would be liable for all the equipment.
- 4.2 A full risk assessment would be obtained as part of the booking

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 A structural survey is being undertaken by the hirer, which could be checked by the Parish Council surveyor.

6 LEGAL ISSUES

6.1 None Specific

7. RECOMMENDATIONS

7.1 That the committee consider the request for Aerial Classes to be held at the War Memorial Hall.

VILLAGE HALLS FOUR YEAR VISION 2017/18

Agenda item 11.

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		1	<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		See website info in P&R
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.		1	<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> <p>Surveyor undertaking schedule of condition inspections and to produce maintenance schedules</p>		March 2017	
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			