

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 19th SEPTEMBER 2017**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

- *Cllr Carol Kristian
- * Cllr Stuart Marshall
- *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

17/13 APOLOGIES FOR ABSENCE

There were no apologies for absence.

17/14 DECLARATION OF INTEREST AND DISPENSATION

Cllr Rodney Kipps declared an interest as Chairman of the Royal British Legion

17/15 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 13th June 2017 were approved as a true and correct record.

17/16 MATTERS ARISING

There were no matters arising.

17/17 SECRETARY'S REPORT

War Memorial Hall -

Dishwasher - It was noted through discussion that on occasions the dishwasher was misused. The Members felt that whilst there were instructions on how to turn on the Dishwasher it may be helpful to show photos on how it should be loaded to ensure that the dishwasher was used effectively.

Members noted the friction between the two Dance Schools, and suggested that the Clerk call a meeting between the two parties should the situation continue.

Push bar Locking System – Members considered the details within the report. The Clerk advised that other locking systems used were made by Exidor, and therefore

The Committee

RESOLVED

That the new push bar locking system be purchased from Exidor at a cost of £45.59

Roof Repairs

The Clerk advised that the parapet wall at the rear of the War Memorial Hall above the Royal British Legion was in need of urgent repairs. The mortar was in need of replacement. It was agreed that this work would be carried out as part of the maintenance schedule during the winter months.

Common Room

Members were concerned that the number of signs were increasing at the hall and suggested that perhaps all the signs should have the same design.

WWI EVENT –

The Clerk advised Members of the event in the hall in 2014, which commemorated the start of WWI and wished to know if a second event should be held to celebrate 100 since the end of WWI and also the reason the War Memorial Hall was built. It was agreed that if the users were to get involved this may help with the disharmony.

The Committee

RESOLVED

That the organisation for an event to commemorate the end of WWI begins.

This was proposed by Cllr Marshall, seconded by Cllr Kristian and unanimously approved.

17/18

TREASURERS REPORT

Cllr Marshall wished to know why the budget report did not give forecasts for the year end. The Clerk advised that the budgets were set as a forecast for the whole year and that at the next meeting there would be a revised budget until the year end. Cllr Trevett suggested that explanatory notes could be placed against each budget head; however the Clerk advised that it would be time consuming to have to give detailed background reports on all budget heads, but suggested instead that if Members had specific questions, they could be asked of the Clerk either at the meeting or at the office.

The Committee

RESOLVED

To note the report

17/19

NOTICEBOARD FOR THE WAR MEMORIAL HALL

Members considered the details within the report. Cllr Trevett felt that a noticeboard would promote the hall but felt that the design would be important. Cllr White suggested that to keep with the corporate image, the signage should be black and gold with the Parish Logo.

The Committee

RESOLVED

That a new sign be designed for the front of the War Memorial Hall

That Planning permission should be investigated, and subject to planning being approved a new sign be ordered for a price around £650

This was proposed by Cllr Kristian, seconded by Cllr Marshall and unanimously approved.

17/20 **HEATING AND LIGHTING CONTROLS**

Members considered the details within the report. The Clerk advised that it would not be possible to have lighting controls, as Hue light bulbs would be needed which were in the region of £50 each, and did not include strip lights.

The Clerk advised that there was already a seven day timer for the hall, however HIVE was used at the Parish Office, and that the cost was £249.00 which included installation.

The Committee

RESOLVED

That HIVE be purchased for the War Memorial Hall

This was proposed by Cllr Kristian, seconded by Cllr Marshall and unanimously approved.

NB Since the meeting the Gas Board have confirmed that the HIVE cannot be used with a commercial boiler and at present there are no viable alternatives.

17/21 **UTILISATION OF BOOKINGS FOR THE WAR MEMORIAL HALL**

Cllr Marshall had looked at the spreadsheet information and concluded that there was no specific pattern to bookings as they have uniqueness about them. However it was noted that the hall was greatly underutilised. It was noted that there was no publicity for the halls and the website was not user friendly. Whilst appreciated that this was being addressed, it was important the members of the Community knew what was available in the hall. The new signage would help but more publicity was definitely needed – showcasing what was already there and also the availability using social media and other free ways of advertising.

It was also suggested that officers investigate the possibility of getting the hall licenced as a Wedding Venue, It was considered that this may be an attractive option especially when the Common could be used for photographs etc.

Booking of the hall was also discussed – it was noted that this was still a manual system and it was suggested that the Committee investigate an online booking system which would free up officer time, be more user friendly and be available 24/7.

The Committee

RESOLVED

To investigate the online booking system for village halls

To investigate the licensing of the War Memorial Hall to become a wedding venue

To try to increase the usage of the hall with publicity on social media

This was proposed by Cllr White, seconded by Cllr Marshall and unanimously approved.

17/22 **REQUEST FOR AERIAL CLASSES AT THE WAR MEMORIAL HALL**

The Clerk advised that the promised structural report has not been forthcoming. However,

The Committee

RESOLVED

Subject to a satisfactory structural report and insurance the request for Aerial Classes is allowed to go ahead.

This was proposed by Cllr Marshall, seconded by Cllr Preedy and unanimously approved.

17/23 **FOUR YEAR VISION**

Publicity and Marketing – It was noted that the Literary Festival was on which was originally funded by the Parish Council. However it appeared that they were no longer using the War Memorial Hall as a venue. Members were disappointed that this has become a commercial venture and that the Bookshop did not appear to be supporting the village hall. The Clerk stated that she felt that parking was an issue – which was ironic in the fact that the Junction appeared to be the preferred venue and the parking there was provided by the Parish Council. Members suggested that the Clerk have a meeting with the organisers to try to ascertain the problems and offer any possible solutions to encourage the organisers to again use the War Memorial Hall.

Maintenance Programme – It was noted that the parapet wall at the rear of the War Memorial Hall needed urgent attention. It was agreed that prices be sought for this work to be carried out as part of the Maintenance schedule.

Website – There was no new information to report

17/24 **HEALTH AND SAFETY REPORT**

Nothing specific to report

17/25 **LOCKING AND UNLOCKING OF THE HALLS**

Members discussed the issues within the report and the merits of giving users keys. The Clerk explained the insurance implications and also issues that have occurred in the past which has led to conflict. Cllr Kipps also expressed concern having experienced problems at the Royal British Legion in the summer of hires taking advantage of an empty hall. After debate Cllr Kristian withdrew her recommendation.

However members continued to discuss what could be done to improve the overall appearance of the hall, including a cleaning schedule, what's on, and promotion of the halls. Members considered that a Venue Manager may be required who can promote the halls, deal with the caretakers and hirers. There would be cost implications for this however

The Committee

RESOLVED

That the Clerk investigates the role of a Venue Manager including a job description and an idea of costings.

This was proposed by Cllr Kristian, seconded by Cllr Preedy and unanimously approved.

17/26 **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 9.04 pm

Signed **Date**

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

Signed Date

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/48	Resolution	Progress the work for the external lighting at the WMH as per agreed quotation	Secretary
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary
17/06	Resolution	Advise contractor that Company A be awarded the electrical contract to include the stage lights and external lights and to obtain a quotation for category C2 and 3 from the electrical inspection	Secretary
17/06	Action	Re-look at the storage areas for bin sheds at the WMH	Clerk
17/06	Action	Arrange for a push bar to be placed on the door leading from the gents toilets area	Completed
17/06	Resolution	Start to charge late payment fees in line with government guidelines	Completed
17/06	Action	To look into CCTV for the War Memorial Hall	Secretary
17/08	Action	Update conditions of hire for the WMH – with insurance and flame information together with photos	Clerk
17/09	Action	Get information on usage of the WMH for the next meeting	Completed
17/09	Action	Obtain quotations for works identified from surveyors reports for the next meeting	Secretary
17/10	Action	Arrange for site inspection of all the halls before the next meeting	Secretary
17/17	Action	To create a user guide to using and loading the dishwasher at both halls, including photos, and laminating them for display at the halls	Secretary/Cllr Kipps
17/17	Action	To include works to the parapet walls at the WMH on the works schedule	Secretary
17/19	Action	Investigate the need for planning permission and/or conservation area consent for a new notice board and obtain quotations for a notice board in a similar design to those ordered for the village and cemetery	Secretary
17/21	Resolution	Investigate on line booking systems for the halls	Clerk
17/21	Resolution	Investigate the promotions of the halls using social media and other free outlets	Clerk
17/25	Resolution	Investigate the role of a Venue Manager, including Job descriptions and costings	Clerk

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING
TUESDAY 19th NOVEMBER 2017

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

- The outside flood lights around the War Memorial Hall, the British Legion and Hollybush Montessori have now all been replaced and are all working on a sensor motion.
- .
- The lights inside the War Memorial Hall will be replaced during the week commencing 18th December, 2017, which will include the stage lighting.
- The push bar for the door between the gents toilets and the emergency exit - the caretaker has advised that he feels there was a better way of putting in a lock and will come back with the option of a door lock that if needed can be turned off.
- Late payment charges have now been included on the invoices.
- Notice board Signage outside the War Memorial Hall - the planning department have been contacted for advice on placing the signage outside the hall which is in the Conservation Area. The cost of a notice board similar to the one in the cemetery is being obtained.
- The Hindu festival at the end of September was very successful this year and they have now re booked for October 2018.
The festival took place over five days and was very well attended; the hirers felt the hall was a superb location. There were no complaints received.
- Chorleywood Amateur Dramatics have just finished their latest production in the hall. The producer has now confirmed their booking for October/November 2018.

FOR INFORMATION

BULLSLAND HALL

- We are awaiting a date for the blinds to be installed on the windows at the hall.
- The white board has been ordered and is located at the hall and ready for use.

FOR INFORMATION

COMMON ROOM

- The new sign has been put up outside the hall.
- We have unfortunately lost the Tuesday morning Pilate's class.
- The Friday lunchtime Pilate's class are now doing another class on a Monday morning.
- We have a booking from the Co-op for two full days in the hall.

FOR INFORMATION

Month No : 7

Committee Report

Village Hall Trust**General Administration**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Salaries	15,432	26,850	11,418		11,418	57.5 %
Inc Tax & NI	2,611	6,320	3,709		3,709	41.3 %
Superannuation	5,342	9,900	4,558		4,558	54.0 %
Travelling Expenses	410	825	415		415	49.7 %
Mobile Phones	130	360	230		230	36.1 %
Consumables	238	970	732		732	24.6 %
Sanitary Costs	1,866	1,420	-446		-446	131.4 %
Insurance	0	1,650	1,650		1,650	0.0 %
Licence Costs	813	1,580	767		767	51.5 %
Trade Refuse Costs	1,712	1,510	-202		-202	113.4 %
Affiliation Fee CDA	0	35	35		35	0.0 %
Annual Safety Inspection	0	125	125		125	0.0 %
Bank Charges	12	50	38		38	24.0 %
Audit Fees	0	380	380		380	0.0 %
Post & Stationery	0	410	410		410	0.0 %
Computer Services	1,370	1,370	0		0	100.0 %
Health & Safety	320	500	180		180	64.1 %
RBL Charges	100	100	0		0	100.0 %
Miscellaneous Expenditure	193	200	7		7	96.7 %
General Administration :- Expenditure	30,551	54,555	24,004	0	24,004	56.0 %
Grants & Donations Received	5,000	5,000	0			100.0 %
Interest Received	0	35	-35			0.0 %
RBL Recharge	200	100	100			200.0 %
Miscellaneous Income	123	0	123			0.0 %
General Administration :- Income	5,323	5,135	188			103.7 %
Net Expenditure over Income	25,228	49,420	24,192			

War Memorial Hall

Rates	469	1,475	1,006		1,006	31.8 %
Hall Cleaning	70	560	490		490	12.5 %
Hall Maintenance	2,578	4,080	1,502		1,502	63.2 %
Minor Improvements	640	1,000	360		360	64.0 %
War Memorial Gas	423	4,000	3,577		3,577	10.6 %
War Memorial Electricity	469	2,200	1,731		1,731	21.3 %
War Memorial Water	537	500	-37		-37	107.3 %
War Memorial Telecoms	576	1,000	424		424	57.6 %

Month No : 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Miscellaneous Expenditure	79	350	271		271	22.5 %
War Memorial Hall :- Expenditure	5,840	15,165	9,325	0	9,325	38.5 %
WMH Lettings	26,032	33,500	-7,468			77.7 %
Common Room Lettings	708	2,050	-1,342			34.5 %
Miscellaneous Income	0	1,000	-1,000			0.0 %
War Memorial Hall :- Income	26,740	36,550	-9,810			73.2 %
Net Expenditure over Income	-20,900	-21,385	-485			
Bullisland						
Rates	82	175	93		93	47.1 %
Hall Cleaning	0	200	200		200	0.0 %
Hall Maintenance	150	1,000	850		850	15.0 %
Minor Improvements	0	250	250		250	0.0 %
Bullisland Gas	90	600	510		510	15.1 %
Bullisland Electricity	115	400	285		285	28.7 %
Bullisland Water	166	250	84		84	66.3 %
Bullisland Telecoms	225	350	125		125	64.3 %
Bullisland :- Expenditure	828	3,225	2,397	0	2,397	25.7 %
Bullisland Lettings	3,580	10,000	-6,420			35.8 %
Bullisland :- Income	3,580	10,000	-6,420			35.8 %
Net Expenditure over Income	-2,752	-6,775	-4,023			
Hollybush						
Rates	104	230	126		126	45.2 %
Hall Maintenance	100	1,000	900		900	10.0 %
Hollybush Electricity	680	500	-180		-180	135.9 %
Hollybush Water	341	200	-141		-141	170.3 %
Hollybush :- Expenditure	1,224	1,930	706	0	706	63.4 %
Hollybush Lettings	10,000	20,000	-10,000			50.0 %
Hollybush :- Income	10,000	20,000	-10,000			50.0 %
Net Expenditure over Income	-8,776	-18,070	-9,294			
Village Hall Trust :- Expenditure	38,443	74,875	36,432			51.3 %
Income	45,643	71,685	-26,042			63.7 %
Net Expenditure over Income	-7,200	3,190	10,390			

CHORLEYWOOD PARISH COUNCIL

War Memorial Hall COMMITTEE MEETING

Agenda Item 7

Date: 16th November 2017

Subject: Hearing Loop at the War Memorial Hall

Committee Member:

Officer Contributors: Clerk and Officer

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 The current hearing loop in the War Memorial Hall which has possibly in situ for the past twenty years and is working only intermittently. It is a legal requirement to have a hearing loop in the village hall especially for meetings and groups activities that are held in the hall.

1.2 Two companies came to the War Memorial Hall to view the hearing loop system and discuss what they felt would be the best option for the hall.

2. RELEVANT PREVIOUS DECISIONS

2.1 None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 To enable the hall to stay within the law and to keep within Disability Compliance a fully functional hearing loop must be installed.

3.2 Once installed suitable signage will be required.

4. RISK MANAGEMENT ISSUES

4.1 None Specific if 3.1 is adhered to.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 There is currently £1500 in the hall maintenance budget which will more than cover the cost of replacement.

6 LEGAL ISSUES

6.1 See 3.1 above

7. RECOMMENDATIONS

7.1 That Members agree to a new hearing loop being installed in the War Memorial hall

7.2 The hearing loop unfortunately will not be able to be used in the Common Room. Investigations showed that if a deaf person is sitting in the Common room with the hearing loop on it would pick up the War Memorial hall loop as well. The room is small enough to fall outside current legislation and therefore it is suggested that the loop is placed in the main hall only.

7.3 Please see quotes:-

Quotation A:- £519.00 - including - AFILS induction loop driver/amplifier, Univox PLSx1
Installation,
Induction loop receiver with lightweight headphones for testing
induction loop

Total Costs £519.00

Quotation B: £673.71 including - PDA500/2 Amplifier
1 x 25m screened audio cable
1 x APL Phono input plate
£640.00 Installation of above equipment.

Total Costs £1313.71

Quotation C; £427.00 - Univox PLS x3
£80.00 - ALL 5001 Univox loop tester/listener
£12.50 - Connection lead

The above costings are just to supply the equipment - does not include installation.

Supply Costs £519.50

31st March 2016

31st March 2017

		31st March 2016	31st March 2017
Current Assets			
0	Debtors	8,237	
0	VAT Control Account	373	
0	Current Bank Account	44	
0	Deposit Fund COIF	5,476	
0	Petty Cash	50	
<hr/>		0	14,180
		<hr/>	<hr/>
		0	14,180
Current Liabilities			
0	Creditors	115	
0	Holly Bush Deposit	3,000	
<hr/>		0	3,115
		<hr/>	<hr/>
		0	11,065
Represented By			
0	General Reserves		11,065
<hr/>		0	11,065
		<hr/>	<hr/>

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Date: TUESDAY 14th NOVEMBER 2017

Subject: REVISED BUDGET

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Revised Budget calculation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee approve the Revised Budget for for 2017/18 with an overall decrease of £1002

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1

4. RISK MANAGEMENT ISSUES

4.1 Non Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The revised budget shows a net decrease in the budget of £1002

6. LEGAL ISSUES

6.1 None Specific.

7. BACKGROUND INFORMATION

7.1 Attached shows the revised budget calculation

7.2 Alterations to the budget are as follows

Income

Cost Centre	Nominal Code	Amount	Reason
100	1500 – RBL Recharge	£100 increase	Payment towards Refuse charges
100	1900 – Miscellaneous	£200 Increase	Miscoding paid into wrong account
200	1200 – WMH Lettings	£6500 Increase	Additional bookings
200	1900 - Miscellaneous	£500 Decrease	Budget decrease
300	1300 – Bullsland Lettings	£3500 Decrease	Fall in bookings

Total increase in income £2,800

Expenditure

Cost Centre	Nominal Code	Amount	Reason
100	4065 – Sanitary Costs	£446 Increase	Charged for Duty of Care and 2016/17 payment made in this financial year.
100	4090 – Trade Refuse costs	£202 Increase	Costs increased by more than 2% Recycling costs increased
100	4900 – Miscellaneous	£50 increase	Miscodings
200	4200 – WMH Gas	£500 Decrease	Reallocated to Water
200	4203 – WMH Water	£500 Increase	Reallocated from Gas
400	4402 – Hollybush Elec	£700 Increase	Additional usage from Tenant
400	4403 – Hollybush Water	£400 Increase	Additional usage from Tenant

Total increase in Expenditure £1798

Net Decrease in budget £1002

Budget Detail - By Committee

Note : Village Halls Revised Budget 2017/18

	<u>Current Year</u>			
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	
<u>Village Hall Trust</u>				
100	<u>General Administration</u>			
4000	Salaries	26,850	15,432	26,850
4020	Inc Tax & NI	6,320	2,611	6,320
4030	Superannuation	9,900	5,342	9,900
4055	Travelling Expenses	825	410	825
4056	Mobile Phones	360	130	360
4060	Consumables	970	238	970
4065	Hand Drier & Sanitary Costs	1,420	1,866	1,866
4080	Insurance	1,650	0	1,650
4085	Licence Costs	1,580	813	1,580
4090	Trade Refuse Costs	1,510	1,712	1,712
4095	Affiliation Fee CDA	35	0	35
4100	Annual Safety Inspection	125	0	125
4105	Bank Charges	50	12	50
4110	Parish Events Costs	0	0	0
4115	Audit Fees	380	0	380
4120	Post & Stationery	410	0	410
4125	Computer Services	1,370	1,370	1,370
4130	Health & Safety	500	320	500
4160	Hall Maintenance	0	0	0
4500	RBL Charges	100	100	100
4900	Miscellaneous Expenditure	200	193	250
	OverHead Expenditure	54,555	30,551	55,253

Budget Detail - By Committee

Note : Village Halls Revised Budget 2017/18

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
1000	Parish Events Income	0	0	0
1020	Grants & Donations Received	5,000	5,000	5,000
1030	Interest Received	35	0	35
1500	RBL Recharge	100	200	200
1900	Miscellaneous Income	0	123	200
Total Income		5,135	5,323	5,435
100	Net Expenditure	49,420	25,228	49,818
200	War Memorial Hall			
4000	Salaries	0	0	0
4055	Travelling Expenses	0	0	0
4150	Rates	1,475	469	1,475
4155	Hall Cleaning	560	70	560
4160	Hall Maintenance	4,080	2,578	4,080
4165	Minor Improvements	1,000	640	1,000
4200	War Memorial Services	0	0	0
4201	War Memorial Gas	4,000	423	3,500
4202	War Memorial Electricity	2,200	469	2,200
4203	War Memorial Water	500	537	1,000
4204	War Memorial Telecoms	1,000	576	1,000
4900	Miscellaneous Expenditure	350	79	350
OverHead Expenditure		15,165	5,840	15,165
1200	WMH Lettings	33,500	26,032	40,000
1210	Common Room Lettings	2,050	708	2,050

Budget Detail - By Committee

Note : Village Halls Revised Budget 2017/18

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
1900	Miscellaneous Income	1,000	0	500
	Total Income	36,550	26,740	42,550
200	Net Expenditure	-21,385	-20,900	-27,385
300	<u>Bullisland</u>			
4150	Rates	175	82	175
4155	Hall Cleaning	200	0	200
4160	Hall Maintenance	1,000	150	1,000
4165	Minor Improvements	250	0	250
4300	Bullisland Services	0	0	0
4301	Bullisland Gas	600	90	600
4302	Bullisland Electricity	400	115	400
4303	Bullisland Water	250	166	250
4304	Bullisland Telecoms	350	225	350
	OverHead Expenditure	3,225	828	3,225
1300	Bullisland Lettings	10,000	3,580	6,500
	Total Income	10,000	3,580	6,500
300	Net Expenditure	-6,775	-2,752	-3,275
400	<u>Hollybush</u>			
4150	Rates	230	104	230
4155	Hall Cleaning	0	0	0
4160	Hall Maintenance	1,000	100	1,000
4165	Minor Improvements	0	0	0

Budget Detail - By Committee

Note : Village Halls Revised Budget 2017/18

		<u>Current Year</u>		
		Agreed Budget	Actual YTD	Projected Actual
4400	Hollybush Services	0	0	0
4402	Hollybush Electricity	500	680	1,200
4403	Hollybush Water	200	341	600
	OverHead Expenditure	1,930	1,224	3,030
1400	Hollybush Lettings	20,000	10,000	20,000
	Total Income	20,000	10,000	20,000
400	Net Expenditure	-18,070	-8,776	-16,970
Village Hall Trust - Expenditure		74,875	38,443	76,673
	Income	71,685	45,643	74,485
	Net Expenditure	3,190	-7,200	2,188
	Total Budget Expenditure	74,875	38,443	76,673
	Income	71,685	45,643	74,485
	Net Expenditure	3,190	-7,200	2,188

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS TRUST

Agenda Item 10.

Date: 14th NOVEMBER 2017

Subject: PROPOSED FEES AND CHARGES

Committee Member:

Officer Contributors: Treasurer and Secretary

Status (public or exempt): Public

Wards affected: All

Enclosures: Hall fees comparison sheet

Contact for further information: Clerk,

1.RECOMMENDATIONS

1.1 That the Committee agree the fees and charges for all three halls for the 2018/19 municipal year.

2. RELEVANT PREVIOUS DECISIONS

2.1 Policy and Resources Minute 17/22

The P&R Committee

RESOLVED

That the budget strategy for 2018/19 would be a 4% increase in line with RPI and that the shortfall in the revenue be replenished over a two year period.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None specific.

4. RISK MANAGEMENT ISSUES

4.1 The current deficit in the budget will need to be addressed and an increase in fees and charges should carefully be considered to allow for growth but not to loose hirers due to high fees.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 By keeping the rates the same it is likely that the deficit balance on the halls will increase.

6. LEGAL ISSUES

Nil

7. BACKGROUND INFORMATION

Current Fees and Charges - War Memorial Hall (rounded to the nearest 5p)

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	£	£	£
Function Rate	24.95	29.80	32.85
Classes	20.05	26.05	30.95
Group Rate	17.90	24.20	27.15
Commercial	43.35	45.50	48.95
Concerts/Filming Amateur Dramatics	Price on Application	Price on Application	Price on Application

Currently the charges for after midnight are doubled.

Alcohol Licence - £25.00

PROPOSED FEES AND CHARGES for 2018/2019

Events – Per Hour	Monday – Friday Up to 6.00pm	Monday – Friday After 6.00pm	Saturday and Sunday
	£	£	£
Function Rate	26.00	31.00	34.20
Classes	20.85	27.10	32.20
Group Rate	18.60	25.20	28.20
Commercial	45.10	47.30	50.90
Concerts/Filming Amateur Dramatics	Price on Application	Price on Application	Price on Application

Currently the charges for after midnight are doubled.

Current Fees and Charges for 2017/2018 - Bullsland Hall & The Common Room

<i>Events – Per Hour</i>	Monday – Friday Up to 6.00pm 2017/18	Monday – Friday After 6.00pm 2017/18	Saturday and Sunday 2017/18
Rate	£14.90	£17.90	£20.60

Proposed Fees and Charges for 2018/2019 - From 1st April, 2018

<i>Events – Per Hour</i>	Monday – Friday Up to 6.00pm 2017/18	Monday – Friday After 6.00pm 2017/18	Saturday and Sunday 2017/18
Rate	£15.50	£18.60	£21.40

WRVS

Lunch Club Rate = £12.25 per hour Revised rate - £12.75 per hour

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS COMMITTEE MEETING

Agenda Item 11

Date: TUESDAY 14th NOVEMBER 2017

Subject: DRAFT CAPITAL AND REVENUE BUDGET 2018/19

Committee Member:

Officer Contributors: Yvonne Merritt Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Draft Budget.

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider the draft budget for 2018 – 2019 with the possibility of asking for further assistance from the Parish Council towards reducing the shortfall.

1.2 That the Committee consider items from the Four Year Vision for capital projects.

2. RELEVANT PREVIOUS DECISIONS

2.1 17/22 BUDGET STRATEGY 2018/19

The situation regarding reserves was explained and it was noted that the Council had started to increase reserves as agreed as part of the budget for the current year. The possibility of an increased rent payment on the office building was noted for the forthcoming year but that this was under discussion with TRDC. The Clerk advised the current RPI figure of 3.9% with an upward trend on the year.

The Committee

RESOLVED

That Committees be asked to build a provisional budget based on an increase of 4% but with budget savings wherever possible.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Village Halls budget must break even – the account does not have the added security of the Instant Access Account should the expenditure become more than the income. The closing

balance of the accounts for 2016/17 was £5571. However this will be insufficient for cash flow when looking at the shortfall in income over expenditure.

4. RISK MANAGEMENT ISSUES

4.1 In the past year £5,000 was allocated to the Village Halls reserve fund to pay for future maintenance. The fund was depleted to following the recent refurbishment and should be built up again for the long term security of the buildings, the proposed budget of just under £30,000 is in line with best practise.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Income has been raised by 4%
- 5.2 The salary budget has increased by 2%.
- 5.3 The figures assumes that the Committee agree the proposed fees and charges detailed within the relevant report.
- 5.4 There is currently the following figures in the Capital Budget
 - ❖ War Memorial Hall £24219.00
 - ❖ Bullsland Hall £7776.00

Village Halls	2018/19	Balance	Total	Spent	Remaining
	Budget	B/F			Balance
Hall Capital	£ 5,000.00	£ 24,219.00	£29,219.00		£ 29,219.00
Bullsland Hall		£ 7,776.00	£ 7,776.00		£ 7,776.00

The current capital budget allocation has remained static from last year.

6. LEGAL ISSUES

6.1 None Specific

7 BACKGROUND INFORMATION

- 7.1 The draft budget assumes that the Committee have agreed the draft fees and charges.
- 7.2 Salaries, Tax and NI and Superannuation have been increased by 2%
- 7.3 All other items have been increased by 4% or in fact stayed the same.
- 7.4 The current increase from the original 2017/18 revenue budget is therefore £xxx
- 7.5 Whilst the funds from the hire of the Hollybush Hall duplicate the previous grant from the Parish Council, income at the Bullsland Hall has decreased due to the loss of the Meals on Wheels equating to a loss of £4000. The 4% growth in the budget means there is still a shortfall of £3500, an increase of £310 on last year. However, advanced booking for next year are better than this year, with the Hindu festival, CADS and two weddings booked which means that the proposed budget should suffice, but will need careful management.
- 7.6 Members will also need to consider any capital projects for the next financial year, taken from the agreed Four Year Vision. Once these priorities are agreed costs will be obtained for consideration.

Budget Detail - By Committee

Note : Village Halls Budget 2018/19

	<u>Current Year</u>			<u>Next Year</u>	
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>	
<u>Village Hall Trust</u>					
<u>100 General Administration</u>					
4000	Salaries	26,850	15,432	26,850	27,400
4020	Inc Tax & NI	6,320	2,611	6,320	6,450
4030	Superannuation	9,900	5,342	9,900	10,100
4055	Travelling Expenses	825	410	825	845
4056	Mobile Phones	360	130	360	360
4060	Consumables	970	238	970	1,000
4065	Hand Drier & Sanitary Costs	1,420	1,866	1,866	1,685
4080	Insurance	1,650	0	1,650	1,720
4085	Licence Costs	1,580	813	1,580	1,645
4090	Trade Refuse Costs	1,510	1,712	1,712	1,800
4095	Affiliation Fee CDA	35	0	35	35
4100	Annual Safety Inspection	125	0	125	125
4105	Bank Charges	50	12	50	50
4110	Parish Events Costs	0	0	0	0
4115	Audit Fees	380	0	380	400
4120	Post & Stationery	410	0	410	425
4125	Computer Services	1,370	1,370	1,370	1,425
4130	Health & Safety	500	320	500	500

Continued on Page 2

Note : Village Halls Budget 2018/19

		<u>Current Year</u>			<u>Next Year</u>
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
4160	Hall Maintenance	0	0	0	0
4500	RBL Charges	100	100	100	100
4900	Miscellaneous Expenditure	200	193	250	200
	OverHead Expenditure	<u>54,555</u>	<u>30,551</u>	<u>55,253</u>	<u>56,265</u>
1000	Parish Events Income	0	0	0	0
1020	Grants & Donations Received	5,000	5,000	5,000	5,000
1030	Interest Received	35	0	35	35
1500	RBL Recharge	100	200	200	200
1900	Miscellaneous Income	0	123	200	0
	Total Income	<u>5,135</u>	<u>5,323</u>	<u>5,435</u>	<u>5,235</u>
	100 Net Expenditure	49,420	25,228	49,818	51,030
200	<u>War Memorial Hall</u>				
4000	Salaries	0	0	0	0
4055	Travelling Expenses	0	0	0	0
4150	Rates	1,475	469	1,475	1,535
4155	Hall Cleaning	560	70	560	560
4160	Hall Maintenance	4,080	2,578	4,080	4,250
4165	Minor Improvements	1,000	640	1,000	1,000
4200	War Memorial Services	0	0	0	0

Note : Village Halls Budget 2018/19

		<u>Current Year</u>			<u>Next Year</u>
		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
4201	War Memorial Gas	4,000	423	3,500	3,500
4202	War Memorial Electricity	2,200	469	2,200	2,200
4203	War Memorial Water	500	537	1,000	750
4204	War Memorial Telecoms	1,000	576	1,000	1,050
4900	Miscellaneous Expenditure	350	79	350	350
	OverHead Expenditure	15,165	5,840	15,165	15,195
1200	WMH Lettings	33,500	26,032	40,000	40,000
1210	Common Room Lettings	2,050	708	2,050	2,100
1900	Miscellaneous Income	1,000	0	500	500
	Total Income	36,550	26,740	42,550	42,600
200	Net Expenditure	-21,385	-20,900	-27,385	-27,405
300	Bullsland				
4150	Rates	175	82	175	185
4155	Hall Cleaning	200	0	200	200
4160	Hall Maintenance	1,000	150	1,000	1,000
4165	Minor Improvements	250	0	250	250
4300	Bullsland Services	0	0	0	0
4301	Bullsland Gas	600	90	600	600
4302	Bullsland Electricity	400	115	400	400

Note : Village Halls Budget 2018/19

		<u>Current Year</u>			<u>Next Year</u>
		Agreed Budget	Actual YTD	Projected Actual	Next Year Budget
4303	Bullsland Water	250	166	250	260
4304	Bullsland Telecoms	350	225	350	365
	OverHead Expenditure	3,225	828	3,225	3,260
1300	Bullsland Lettings	10,000	3,580	6,500	6,500
	Total Income	10,000	3,580	6,500	6,500
300	Net Expenditure	-6,775	-2,752	-3,275	-3,240
400	<u>Hollybush</u>				
4150	Rates	230	104	230	240
4155	Hall Cleaning	0	0	0	0
4160	Hall Maintenance	1,000	100	1,000	1,000
4165	Minor Improvements	0	0	0	0
4400	Hollybush Services	0	0	0	0
4402	Hollybush Electricity	500	680	1,200	1,250
4403	Hollybush Water	200	341	600	625
	OverHead Expenditure	1,930	1,224	3,030	3,115
1400	Hollybush Lettings	20,000	10,000	20,000	20,000
	Total Income	20,000	10,000	20,000	20,000
400	Net Expenditure	-18,070	-8,776	-16,970	-16,885

Note : Village Halls Budget 2018/19

	<u>Current Year</u>			<u>Next Year</u>
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
Village Hall Trust - Expenditure	74,875	38,443	76,673	77,835
Income	71,685	45,643	74,485	74,335
Net Expenditure	<u>3,190</u>	<u>-7,200</u>	<u>2,188</u>	<u>3,500</u>
Total Budget Expenditure	74,875	38,443	76,673	77,835
Income	71,685	45,643	74,485	74,335
Net Expenditure	<u>3,190</u>	<u>-7,200</u>	<u>2,188</u>	<u>3,500</u>

VILLAGE HALLS FOUR YEAR VISION 2017/18

Agenda item 12.

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			