

CHORLEYWOOD PARISH COUNCIL

CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE MEETING TUESDAY 16th JANUARY 2018

Agenda item 5

SECRETARY'S REPORT

WAR MEMORIAL HALL

- Notice board outside the hall.

The planning Officer has advised that she is of the opinion that the proposed signage would require advertisement consent, which the Parish would need to apply for.

The signage company have been contacted who have come back with a provisional costing -

1. - £1,490.00 plus VAT,
 2. - £1,785.00 plus VAT, plus delivery to WD3 £150.00
- There has been a request from Hollybush Montessori School to use the Wi-Fi in the War Memorial Hall

FOR DECISION

- Unfortunately the Parish Council had said goodbye to Mike Arnold after 14 years service. He is happy to assist in the future should we need it. The caretaker from the Bullsland Hall has volunteered to take over the weekend bookings at the War Memorial Hall on a temporary basis. This will be reviewed after a month or so.
- Unfortunately Little Kickers that hired the hall on a Saturday morning have now returned to St Clements Danes for their classes.
- The side batten lights inside the War Memorial Hall, kitchen and kitchen lobby were replaced during the w/c 18th December. The lights were also changed and an additional two lights were fitted to the stage for additional

lighting. A single spotlight was installed over the amplifier and hearing loop.

- The new hearing loop has now been installed. The engineer has left a hearing loop test system to check the output at the next booking that requires the hearing loop.

FOR INFORMATION

BULLSLAND HALL

- The blinds were installed but were the wrong colour and length. New blinds have been measured up and the correct colour ordered and is waiting for them to be installed.
- On Wednesday 20th December, 2017 once again the RVS held their Christmas Luncheon for the residents of Chorleywood. Cllr Jane White attended and presented boxes of biscuits to those present at the hall and sent boxes of biscuits to the residents that were having their lunches delivered.
- The internet charges for the Bullsland Hall are £104.00 per month. The internet is not used very often during the day and therefore this service appears to be very expensive, for minimal use. Other providers have been asked for a quote for the internet and could possibly reduce the costings down to approximately £32.71 a month. Obviously further investigation needs to be made into this

FOR INFORMATION

COMMON ROOM

Nothing to report

Budget Detail - By Committee

Note : Village Halls Budget 2018/19

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
<u>Village Hall Trust</u>				
<u>100</u>	<u>General Administration</u>			
4000	Salaries	26,850	20,444	26,850
4020	Inc Tax & NI	6,320	3,007	6,320
4030	Superannuation	9,900	6,113	9,900
4055	Travelling Expenses	825	520	825
4056	Mobile Phones	360	170	360
4060	Consumables	970	262	970
4065	Hand Drier & Sanitary Costs	1,420	1,866	1,866
4080	Insurance	1,650	1,660	1,650
4085	Licence Costs	1,580	1,133	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	16	50
4110	Parish Events Costs	0	0	0
4115	Audit Fees	380	178	380
4120	Post & Stationery	410	71	410
4125	Computer Services	1,370	1,370	1,370
4130	Health & Safety	500	320	500

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Note : Village Halls Budget 2018/19

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
4155	Hall Cleaning	0	35	0
4160	Hall Maintenance	0	0	0
4500	RBL Charges	100	100	100
4900	Miscellaneous Expenditure	200	193	250
	OverHead Expenditure	<u>54,555</u>	<u>39,171</u>	<u>55,253</u>
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	<u>5,135</u>	<u>5,323</u>	<u>5,435</u>
100	Net Expenditure	49,420	33,848	49,818
200	<u>War Memorial Hall</u>			
4000	Salaries	0	0	0
4055	Travelling Expenses	0	0	0
4150	Rates	1,475	623	1,475
4155	Hall Cleaning	560	70	560
4160	Hall Maintenance	4,080	4,027	4,080
4165	Minor Improvements	1,000	640	1,000

Note : Village Halls Budget 2018/19

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
4200	War Memorial Services	0	0	0
4201	War Memorial Gas	4,000	649	3,500
4202	War Memorial Electricity	2,200	642	2,200
4203	War Memorial Water	500	632	1,000
4204	War Memorial Telecoms	1,000	794	1,000
4900	Miscellaneous Expenditure	350	94	350
	OverHead Expenditure	<u>15,165</u>	<u>8,170</u>	<u>15,165</u>
1200	WMH Lettings	33,500	32,430	40,000
1210	Common Room Lettings	2,050	1,274	2,050
1900	Miscellaneous Income	1,000	0	500
	Total Income	<u>36,550</u>	<u>33,704</u>	<u>42,550</u>
200	Net Expenditure	-21,385	-25,534	-27,385
300	<u>Bullsland</u>			
4150	Rates	175	126	175
4155	Hall Cleaning	200	0	200
4160	Hall Maintenance	1,000	150	1,000
4165	Minor Improvements	250	0	250
4300	Bullsland Services	0	0	0
4301	Bullsland Gas	600	121	600

Note : Village Halls Budget 2018/19

		<u>Current Year</u>		
		<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
4302	Bullsland Electricity	400	153	400
4303	Bullsland Water	250	193	250
4304	Bullsland Telecoms	350	357	350
	OverHead Expenditure	<u>3,225</u>	<u>1,101</u>	<u>3,225</u>
1300	Bullsland Lettings	10,000	4,441	6,500
	Total Income	<u>10,000</u>	<u>4,441</u>	<u>6,500</u>
300	Net Expenditure	-6,775	-3,340	-3,275
400	Hollybush			
4150	Rates	230	122	230
4155	Hall Cleaning	0	0	0
4160	Hall Maintenance	1,000	100	1,000
4165	Minor Improvements	0	0	0
4400	Hollybush Services	0	0	0
4402	Hollybush Electricity	500	791	1,200
4403	Hollybush Water	200	378	600
	OverHead Expenditure	<u>1,930</u>	<u>1,391</u>	<u>3,030</u>
1400	Hollybush Lettings	20,000	10,000	20,000
	Total Income	<u>20,000</u>	<u>10,000</u>	<u>20,000</u>
400	Net Expenditure	-18,070	-8,609	-16,970

Note : Village Halls Budget 2018/19

	<u>Current Year</u>		
	<u>Agreed Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>
Village Hall Trust - Expenditure	74,875	49,833	76,673
Income	71,685	53,467	74,485
Net Expenditure	<u>3,190</u>	<u>-3,635</u>	<u>2,188</u>
Total Budget Expenditure	74,875	49,833	76,673
Income	71,685	53,467	74,485
Net Expenditure	<u>3,190</u>	<u>-3,635</u>	<u>2,188</u>

Month No : 9

Committee Report

Village Hall Trust**General Administration**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Salaries	20,444	26,850	6,406		6,406	76.1 %
Inc Tax & NI	3,007	6,320	3,313		3,313	47.6 %
Superannuation	6,113	9,900	3,787		3,787	61.7 %
Travelling Expenses	520	825	305		305	63.0 %
Mobile Phones	170	360	190		190	47.2 %
Consumables	262	970	708		708	27.0 %
Hand Drier & Sanitary Costs	1,866	1,420	-446		-446	131.4 %
Insurance	1,660	1,650	-10		-10	100.6 %
Licence Costs	1,133	1,580	447		447	71.7 %
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	16	50	34		34	32.0 %
Audit Fees	178	380	202		202	46.8 %
Post & Stationery	71	410	339		339	17.2 %
Computer Services	1,370	1,370	0		0	100.0 %
Health & Safety	320	500	180		180	64.1 %
Hall Cleaning	35	0	-35		-35	0.0 %
RBL Charges	100	100	0		0	100.0 %
Miscellaneous Expenditure	193	200	7		7	96.7 %
General Administration :- Expenditure	39,171	54,555	15,384	0	15,384	71.8 %
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	33,848	49,420	15,572			
<u>War Memorial Hall</u>						
Rates	623	1,475	852		852	42.2 %
Hall Cleaning	70	560	490		490	12.5 %
Hall Maintenance	4,027	4,080	53		53	98.7 %
Minor Improvements	640	1,000	360		360	64.0 %
War Memorial Gas	649	4,000	3,351		3,351	16.2 %
War Memorial Electricity	642	2,200	1,558		1,558	29.2 %
War Memorial Water	632	500	-132		-132	126.4 %

Month No : 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
War Memorial Telecoms	794	1,000	206		206	79.4 %
Miscellaneous Expenditure	94	350	256		256	26.8 %
War Memorial Hall :- Expenditure	8,170	15,165	6,995	0	6,995	53.9 %
WMH Lettings	32,430	33,500	-1,070			96.8 %
Common Room Lettings	1,274	2,050	-776			62.2 %
Miscellaneous Income	0	1,000	-1,000			0.0 %
War Memorial Hall :- Income	33,704	36,550	-2,846			92.2 %
Net Expenditure over Income	-25,534	-21,385	4,149			
Bullisland						
Rates	126	175	49		49	72.3 %
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	121	600	479		479	20.1 %
Bullisland Electricity	153	400	247		247	38.2 %
Bullisland Water	193	250	57		57	77.2 %
Bullisland Telecoms	357	350	-7		-7	102.1 %
Bullisland :- Expenditure	1,101	3,225	2,124	0	2,124	34.1 %
Bullisland Lettings	4,441	10,000	-5,559			44.4 %
Bullisland :- Income	4,441	10,000	-5,559			44.4 %
Net Expenditure over Income	-3,340	-6,775	-3,435			
Hollybush						
Rates	122	230	108		108	53.0 %
Hall Maintenance	100	1,000	900		900	10.0 %
Hollybush Electricity	791	500	-291		-291	158.2 %
Hollybush Water	378	200	-178		-178	189.2 %
Hollybush :- Expenditure	1,391	1,930	539	0	539	72.1 %
Hollybush Lettings	10,000	20,000	-10,000			50.0 %
Hollybush :- Income	10,000	20,000	-10,000			50.0 %
Net Expenditure over Income	-8,609	-18,070	-9,461			
Village Hall Trust :- Expenditure	49,833	74,875	25,042			66.6 %
Income	53,467	71,685	-18,218			74.6 %
Net Expenditure over Income	-3,635	3,190	6,825			

VILLAGE HALLS FOUR YEAR VISION 2017/18

Agenda item 7

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			