
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 17th SEPTEMBER 2013**

MEMBERSHIP AND ATTENDANCE

Chairman: Cllr R Kipps

Members: - Cllr Mrs A Hayward
* Cllr Mrs V Lantree
* Cllr R Khroya (ex officio)
*Cllr F Mahon-Daly
Cllr K Morris
* Cllr Mrs A Preedy
*Cllr Mrs L Sutherland (ex officio)
*Cllr S Watkins

Also in attendance: Mr S Manson - Surveyor
*Mrs Y Merritt – Treasurer
*Mrs M Putman – Secretary

*Denotes members present

13/ 011 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Morris, Cllr Mrs Hayward was absent.

13/012 DECLARATION OF INTEREST

There were no declarations of interest received.

13/013 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 28th May 2013 were approved as a true and correct record.

13/014 MATTERS ARISING

Cllr Mrs L Sutherland asked why item 12/075 the Draft Risk Management item was not on the agenda as it was meant to be brought forward from the previous meeting.

13/015 SECRETARY'S REPORT

War Memorial Hall

Members discussed the request for a banner to be put on the railings outside the War Memorial Hall advertising classes. Whilst the committee had no object in principal they felt it would be better if a banner was put up advertising all the classes for perhaps four weeks at the beginning of every term. It was suggested that the Secretary get in touch with the users suggesting the idea. It was understood that the cost of a banner should be paid for by the hirers.

The Committee

RESOLVED

That the Secretary get in touch with all the regular hirers advising that the Committee would allow a banner to be put on the railings outside the building for a four week period at the beginning of each term advertising their classes.

This was proposed by Cllr Mrs Lantree, seconded by Cllr Watkins and unanimously agreed.

The Chairman advised that whilst the kitchen at the War Memorial Hall had been thoroughly cleaned the cooker hood has been missed out. He advised that he could instruct the caretaker how to dismantle it to allow for the cleaning.

The Chairman asked for an update on the Bowls Club's Sunday booking. The Treasurer advised that the Secretary had spoken to the club who were going to ask the members. It was thought that if they did agree they would ask for a financial incentive, ie reduction in rent.

13/016

TREASURER'S REPORT

The Committee
RESOLVED
To note the report.

13/017

CHORLEYWOOD PRESENTS

The Treasurer gave an overview of how she thought the event would take place. She stated that there had been a very positive response from the users of the hall and also stated that Carol Kristian had agreed to help with the event. The Committee were in favour of holding the event.

The Committee
RESOLVED
That the Officers progress the idea of a community event to be put on at the War Memorial Hall on the 7th December called Chorleywood Presents...

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Preedy and unanimously agreed.

13/018

INDOOR MARKET

It was noted that not all Councillors would be available to support this event, however Cllrs Kipps, Mrs Preedy, and Mrs Sutherland will be available to help.

The Committee
RESOLVED
That the Officers organise and Indoor Market for Saturday 9th November from 10 am to 2 pm.

13/019

MODEL HIRE OF AGREEMENT DOCUMENT

Members went through the model hire agreement and made some relevant changes. Cllr Mrs Lantree agreed to make the revisions on an electronic copy that would be forwarded to her. This would then be discussed at the next meeting.

13/020

FOUR YEAR VISION

As the Committee had already discussed the marketing of the hall they decided to concentrate on the buildings. They have agreed to carry out a maintenance schedule to bring back to the next meeting.

