

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 24th JUNE 2014**

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr R Kipps

Members: - *Cllr J Copley
* Cllr H Davies
* Cllr T Edwards (ex officio)
Cllr R Khiroya
Cllr K Morris
* Cllr Mrs A Preedy
*Cllr S Watkins (ex officio)
*Cllr Mrs J Wood

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

*Denotes members present

14/ 01 APOLOGIES FOR ABSENCE

There were three apologies for absence: Cllr R Khiroya, Cllr K Morris and Mrs M Putman.

14/02 DECLARATION OF INTEREST

There were no declarations of interest received.

14/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 18th March 2014 were approved as a true and correct record,

14/04 MATTERS ARISING

There were no matters arising.

14/05 SECRETARY'S REPORT

War Memorial Hall

War Memorial Hall 21st May – The Committee wished to publically thank Mrs Putman and her Son for her help with this booking which was over and above the call of duty.

Stage Stair Rail – it was agreed that the rail should be removed immediately whilst someone was found to repair the metal work. – The rail has subsequently been repaired.

New Year's Eve booking. The Chairman explained that the Twinning Association had asked for a booking on New Year's Eve from 9am to 12 midnight. The Officers has charged double time because they assumed the charges would be the same as the bank holidays. The Twinning Association wished the Committee to decide the charges.

The Clerk advised that whilst New Year's Eve was not a bank holiday it was considered to be premium time. It would not be fair as employers to expect the caretaker to open the hall at 9.00pm and close a midnight – without financial remuneration. The Clerk asked for clear guidelines from the Committee, in order that officers could give the correct information at the time of booking.

Different scenarios were discussed and the

Committee

RESOLVED

That bank holidays be charged at double time

That New Year's Eve and Christmas Eve be charged at Double time

That evening booking on any of the above be a minimum charge of six hours at double time.

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

Cleaning up of the Chairs and the boiler room. It was agreed that a date would be set to clear the boiler room and clean the chairs. The Secretary will contact members when a date is confirmed.

The Chairman confirmed that the Horticultural Society would be clearing out their surplus materials on 12th July.

14/06 TREASURER'S REPORT

The Committee looked at the finances and were discussing ways to increase income. It was suggested that the Parish Council may want to put together a package for estate agents to give to people moving into the area. Other suggestions with regard to sponsorship etc were also discussed.

The Committee

RESOLVED

To note the report.

That the marketing of the hall be put on the next agenda.

14/07 WAR MEMORIAL HALL REFURBISHMENT

The Clerk explained the process and drawings updating Councillors on the progress with regard planning permission, removal of the tree and consultation with the golf club.

She explained that someone would need to oversee the contract as she was not qualified to do so. It was agreed that the Council's surveyor would be the project manager and would oversee the project. She also asked that she have Councillors to contact if decisions would be required during the build. Time was of the essence and any delay would probably cause problems. Finally she advised that the tenders would be opened at the parish office on Friday 27th June at 12.30 pm and invited Councillors to attend the opening.

The Committee

RESOLVED

That Alan Manson be appointed as the Building Supervisor and Project Manager

That Cllrs Davies and Mrs Preedy be appointed as contact during the build

This was proposed by Cllr Watkins, seconded by Cllr Edwards and unanimously approved.

14/09 **CLOSE**

The meeting having commenced at 8.00 pm, closed at 9.54 pm

The Committee Chairman has agreed these minutes.

Signed **Date**

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

Signed **Date**