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**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 16<sup>th</sup> SEPTEMBER 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

**RECOMMENDATION**

**1. Indoor Table Top Sale**

Discussions took place for the indoor table top sale which could take place on one Sunday morning per month. Investigations would take place as to the most appropriate date. It was suggested that tables could be sold in advance and if there were still vacancies tables could be sold at a premium on the day. There would need to be a marketing strategy to get people to come along. The Clerk also pointed out that to keep Council costs down, this should be run by Cllrs and not staff, as they would be paid at double time which would not be cost effective.

The Committee  
RESOLVED

To Recommend to Full Council

That the Council organise a monthly Indoor table top sale which would be manned by Cllrs providing there was sufficient volunteers prepared to commit to running the event on a monthly basis.

If the outcome is positive all marketing and publicity could be carried out by office staff.

**2. War Memorial Hall Refurbishment**

There was concern that following the original quotation of £116,000 to carry out the refurbishment works that the second phase would require another large increase in the precept. The Clerk advised that this figure was from a contractor who paid his staff hourly and the cost had been down to the Councils very tight time line. Having completed the toilet and changing room refurbishment which an expected £14,000 left in the budget for this year, and the fact that external works

could commence whilst the hall was still open to hirers the Clerk was confident that the final figure would be considerably less than that originally quoted.

With this in mind

The Council

RESOLVED to recommend to Full Council

That the tender process for phase two of the War Memorial Hall refurbishment commence, with a view of agreeing if the works to go ahead at the December Meeting.

This was proposed by Cllr Davies, seconded by Cllr Morris and unanimously approved.

**14/10      APOLOGIES FOR ABSENCE**

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

**14/11      DECLARATION OF INTEREST**

There were no declarations of interest received.

**14/12      APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 24<sup>th</sup> June 2014 were approved as a true and correct record,

**14/13      MATTERS ARISING**

There were no matters arising.

**14/14      SECRETARY'S REPORT**

**War Memorial Hall**

**WW1 Commemoration**

The Committee noted the report and wished to publically thank all those involved in putting on and helping with the event.

**Refurbishment**

The Clerk advised that the contract had been delivered on time and on budget with very pleasing results. The Office staff, caretaker and Cllrs Mrs Preedy and Mrs White had cleaned the hall following the contractors from top to bottom ready for the opening of the hall to the autumn season of bookings. The chairman wished to thank all those involved.

**Textile Recycling Unit**

It was noted that there were four charity shops in Chorleywood all looking for donations and it was felt that a recycling bank would be in open competition with charities also raising funds for worthwhile causes.

The Committee  
RESOLVED

To turn down the offer of a recycling unit at the War Memorial Hall or any other premises within the parish.

This was proposed by the chair and unanimously approved.

The Committee noted all of the other reports with no further action required.

**14/15      TREASURER'S REPORT**

The Clerk reported that for the first time in three years the income was slightly ahead of schedule, but was a long way off breaking even

The information pack was discussed, and it was agreed to move this forward. John Roberts and Hetherington's had agreed to hand out information packs. Sponsorship was discussed however it was felt that this should be put on hold until it was known if phase two of the refurbishment was to go ahead as following the building works it would be a good time to have a new brochure with all the details and photos of the hall facilities.

The Committee  
RESOLVED  
To note the report.

**14/16      WAR MEMORIAL HALL REFURBISHMENT**

**See Recommendation 2.**

**14/17      CLOSE**

The meeting having commenced at 8.00 pm, closed at 8.50 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** .....