

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 21st JULY 2015**

MEMBERSHIP AND ATTENDANCE

- Chairman: * Cllr Rodney Kipps
- Members: - *Cllr John Copley
*Cllr Harry Davies
*Cllr Tony Edwards (ex officio)
* Cllr Raj Khiroya
*Cllr Ken Morris
*Cllr Alison Preedy
Cllr Jane White (ex officio)
*Cllr Jenny Wood
- Also in attendance: Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

15/08 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jane White

15/09 DECLARATION OF INTEREST

Cllr Kipps declared an interest in anything appertaining to the Royal British Legion

15/10 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 26th May 2015 were approved as a true and correct record,

15/11 MATTERS ARISING

15/05 Business Association Meeting – the Secretary confirmed that she had not received a reply to her letter regarding the opportunity to be part of the inaugural meeting of a new Business Association initiative. But she also advised that no such meeting had been booked at any of the Village Halls. The Secretary was asked to chase for a response.

Refurbishment – The Clerk advised that the Contractors would start work on 27th July. It was noted that BLAG Theatre company were also using the RBL Hall which could cause access problems with the building works going on at the same time. She felt that it would be useful as Landlord to know what bookings the RBL had in their hall, in case of potential conflict in the future. The Chairman suggested that in this

instance the side stage doors could be opened to allow free passage between the two halls without having to pass the building site.
The Committee agreed to this and suggested that the Secretary write to the RBL and ask them for a list of bookings at the hall.

15/12 SECRETARY'S REPORT

War Memorial Hall

Curtains

The Committee
RESOLVED

To accept the first tender for £1254.24 ink VAT to clean and treat with fire retardant

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

Polish on the floors

The Secretary advised that she was meeting with the representative from the Company who has successfully worked on the Bullsland Hall floor. She was going to look at the possibility of stripping the floor and re-varnishing it. The Chairman advised Members that the last time the floor had been stripped he had been advised that the veneer was very thin and that the proposed contractor should be advised of this.

The Committee
RESOLVED

That the Members agree in principal for the work being carried out provided that the quotation was in budget and that Members were notified.

This was proposed by Cllr Morris, seconded by Cllr Edwards and unanimously approved

Publicity

Cllr Davies advised that Sarratt Village Hall had a free listing on a Hall Hire website which gave good publicity including pictures of functions; the website also gave statistical information about who visited the page. The Secretary agreed to look into the possibility of advertising the Chorleywood Village Halls on this website.

Members considered the offer from My News for an annual fee of £99.00 plus VAT to post details of the hall in their magazine.

The Committee
RESOLVED

To place an order for one year's publicity in My News for a fee of £99.00 plus VAT

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

Speakers

The Secretary confirmed that two new speakers to match the existing could not be purchased, however a representative from the U3A had two second hand ones available at a reduced price. The Secretary confirmed that the speakers new, cost £79.00 each and therefore it was unlikely that the cost would be prohibitive. She also advised that the current speakers were to be taken down and cleaned during the refurbishment.

15/13 TREASURER'S REPORT

Councillors asked if more details could be given with regard to income comparisons, year on year. The Clerk advised this could be provided at the next meeting.

The Committee
RESOLVED
To note the report

15/14 FOUR YEAR VISION

The Committee were again concerned with the marketing of the halls to encourage greater use.

The Clerk asked if they thought we should have an unveiling of the new extensions to the War Memorial Hall. Cllr Raj Khiroya suggested contacting the bank to see if they would sponsor the event.

After discussion the Members decided the following should be included in the four year vision

- Investigation into promotion of the Halls on the Website
- Look at holding wedding show, promoting not only the hall but also local companies who could supply wedding services

Concern was again raised with regard to the lack of parking facilities at the War Memorial Hall. There was also concern that the steps and railing leading from the permissive parking area to the road needed attention.

The Committee
RESOLVED
That a sub Committee be set up to discuss the sponsorship, marketing and publicity of the halls, this will be made up of: Cllr Raj Khiroya, Cllr Harry Davies and Cllr Alison Preedy..

Cllr Harry Davies requested a breakdown of bookings on an historical basis and a comparison with other halls in the area.

15/15 FIRE RISK ASSESSMENT

The Committee were advised that a Fire Risk Assessment needs to be carried out at The Royal British Legion Hall.. A letter will be forwarded to the Royal British Legion to advise of this.

A quarterly first check is needed at the War Memorial Hall it was agreed that the first check will be done by Cllr Tony Edwards, Cllr Jenny Wood and Officers from the Parish Council.

Two of the fire doors require a door closure mechanism to be fitted, which will be carried out during the refurbishment.

Following the H&S check by Herts County Council officers advised that an asbestos check need to be carried out on all three halls. Whilst it is understood that perhaps Bullsland had one carried out by TRDC before being handed over to the Parish Council, eight years ago.

Cllr Harry Davies also commented that at public events (eg Councillor Meetings and Quiz night) a fire risk announcement should be made at the beginning of the evening. It was suggested that we contact Three Rivers to obtain a copy of their Fire Risk Assessment.

15/016 CLOSE

The meeting having commenced at 7.30 pm, closed at 9.02 pm

Signed **agreed via email**..... **Date**

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

Signed **Date**