

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 13th OCTOBER 2015**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: - *Cllr John Copley
*Cllr Tony Edwards (ex officio)
Cllr Raj Khiroya
*Cllr Ken Morris
*Cllr Alison Preedy
*Cllr Steve Watkins
*Cllr Jane White (ex officio)
*Cllr Jenny Wood

Also in attendance: Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

15/017 APOLOGIES FOR ABSENCE

Cllr Raj Khiroya absent.

15/018 DECLARATION OF INTEREST

Cllr Kipps declared an interest in the fees and charges for the War Memorial Hall meeting room as he was due to hire it in the New Year.

15/019 APPROVAL OF THE MINUTES

The Committee
RESOLVED
The minutes of the meeting dated 21st July 2015 were approved as amended at Full Council as a true and correct record,

15/020 MATTERS ARISING

15/05 Business Association Meeting – no response has been received from the Association.

Cllr Tony Edwards stated that at the Business Associations last meeting there was just 5 members in attendance.

15/021 SECRETARY'S REPORT

War Memorial Hall

Fluorescent Light Fitting Replacement.

The Committee looked at the cost of replacing 23 Fluorescent Light fittings in the hall. Many of the light fittings are corroding and the bulbs are expensive to replace and increasingly hard to find.

It is anticipated that with the new LED lights a saving of 50% will be made on the electricity bill.

The Committee
RESOLVED

To purchase Anti Corrosive LED Light Fittings at a cost of £2500 .

This was proposed Cllr Ken Morris, seconded by Cllr Steve Watkins and unanimously approved.

The Committee were concerned with the number of bookings that had been cancelled and that some of the bookings had been cancelled prior to the cancellation period and that one had not returned the contract of hire or deposit cheques. Obviously we now have various dates available as other hirers were turned away due to the hall being fully booked.

The Committee felt that under the circumstances where hirers want a booking of more than one day then a £250.00 non refundable deposit is required to secure the booking – this would not be pencilled in the diary until payment is made.

The Committee
RESOLVED

That a non refundable deposit of £250.00 for a booking of more than 1 day would be required to secure the booking

This was proposed from the Chair by Cllr Rodney Kipps and unanimously approved.

Cllr Jane White was concerned that we now had Fridays, Saturdays and Sundays available due to the cancellation of some of the bookings. She suggested that we post on Facebook and Tweet all the dates that are currently available

Indoor Car Boot

The Committee were reminded that the Car Boots sales are due to re-commence in October and volunteers are needed to set up, run and clear up following the Boot sales. Cllr Steve Watkins and Cllr Alison Preedy said they were happy to volunteer to help.

15/022 TREASURER'S REPORT

The Clerk advised the Committee that since the agenda had been printed the lettings figures for the War Memorial Hall, Bullsland Hall and Hollybush had risen.

The Committee
RESOLVED
To note the report

15/023 FOUR YEAR VISION

Cllr Jane White was concerned with the comments that had been received in the Community Plan regarding Community Halls.

The Committee were again concerned with the marketing of the halls and felt that encouragement was required to get greater use. The production of a Facebook page and a rebranding were suggested to emphasise that the Village Halls are Community Halls.

It was suggested that our Webmaster takes a video of the Halls and this is then placed on the webpage for visitors to view along with further information and availability.

Cllr Alison Preedy again raised concern with the 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 Clerk advised that the ramps to the parking area would be resurfaced once the building work in the hall was completed.

The Clerk informed the Committee that the disabled access down the side of the War Memorial Hall to the British Legion and Hollybush Hall would be possible during the next financial year, as currently there was insufficient money in the budget. It looked possible that a tarmac path could be installed down to the rear of the property to enable wheel chair access.

Cllr Rodney Kipps and Cllr Jane White requested the kitchen be considered for refurbishment. The Clerk advised that at present the kitchen was adequate for the requirements of the hirers. She stated that most of the capital monies had been spent on the War Memorial Hall over the last two years and therefore it was necessary to look at capital works for other areas of the Councils portfolio. Ultimately it would be for the Council to decide how they spent this money.

15/024 WAR MEMORIAL HALL REFURBISHMENT

The Clerk updated the Committee on the hall refurbishment and advised that unfortunately the work on the War Memorial Hall was currently a month behind, due to the inclement weather and the new side door opening the wrong way and had to be returned to be remade.

The Clerk advised the Committee that the new meeting room was looking really good and appeared to be a lot bigger now that the room had been painted.

The Committee were advised that the storage room at the front of the hall that was to store the chairs and tables was unfortunately being taken up by the three bowls boxes which meant that the tables at present could not be stored in there.

The original chair store rack was unfortunately too big to take out of the cupboard once stacked with all the chairs. It was suggested by the caretakers that it would be more beneficial to have three chair trolleys which can hold up to 90 chairs and these can be easily taken in and out of the cupboard. She asked the Committee to come down to the hall once the works were finished to make decisions on how and what could be done with regard to the storage issues.

The meeting room kitchen is currently having an additional two cupboards being put in which will accommodate Chorleywood Parish Councils equipment and will be locked.

The Clerk advised that located in the meeting room would be a wireless lap top, ceiling mounted projector and a white board.

The Clerk confirmed that once we receive the keys back for the hall she will contact the Cllrs and they are invited to come down to the hall to view the completed renovation.

The Committee were asked to decide on the hire charge for the new meeting hall.

The Committee
RESOLVED

The have an introductory rate for hiring the new hall of :
£14.45 per hour Monday to Friday up to 6.00pm
£17.35 per hour Monday to Friday after 6.00pm
£20.00 per hour Saturday and Sunday.

That a £50% discount would be given from the meeting room fees for someone hiring the main hall and the new meeting room at the same time.

This was proposed by Cllr Jane White, seconded By Cllr Steve Watkins and unanimously agreed.

The Committee were asked if they had any thoughts on a name for the new meeting room.

Cllr Jane White put forward two suggestions: Centenary Room and Common Room.

The Committee felt that Common Room was appropriate as the property is located on Common Road opposite Chorleywood Common.

Cllr Jane White asked what colour the hall would be painted. The Clerk advised that it would be Natural Hessian the same colour as the new toilets have been painted.

Cllr Jane White and Cllr Alison Preedy both felt that a wedding show would be an ideal way to promote the hall. Cllr Alison Preedy asked the Clerk if Wedding Ceremonies would be allowed on Chorleywood Common and then the reception could be held in the War Memorial Hall. The Clerk said she would investigate this option.

15/025 CLOSE

The meeting having commenced at 7.30 pm, closed at 9.17 pm

Signedagreed via email..... Date11.11.15.....

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

Signed Date