

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 16th FEBRUARY 2016**

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

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

15/38 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs John Copley, Ken Morris, and Cllr Jane White, Cllr Raj Khiroya absent.

15/39 DECLARATION OF INTEREST

Cllr Rodney Kipps declared an interest in the items relating to the Royal British Legion.

15/40 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 24th November 2015 were approved as a true and correct record.

15/41 MATTERS ARISING

15/21 Secretary's Report

Florescent lights – The Clerk advised that the office was still awaiting the second quote.

15/30 Secretary's Report

The secretary confirmed that all but all the whiteboard and projector had been purchased and were in use at the hall.

15/42 SECRETARY'S REPORT

War Memorial Hall – Sound Proofing of the Common Room

Members discussed the issues of sound transferring from the WMH in to the Common Room and discussed the proposal to site an additional door to the entrance between the two rooms.

The Committee
RESOLVED

That this work should be carried out in the first instance to see if it reduced the sound
That a meeting of the Committee should be held in the Common Room when the works were completed to test it out.

The Secretary advised that when the floor works were finished, she would work with the caretakers to get the store room set out properly and move all the other equipment into the Caretakers store. The bowls boxes would be moved into the hall and the possibility of a screen would be investigated to hide the boxes.

It was noted that the dustpan and brush left out for hirers to use had gone missing and a new one was need in replacement.

Hollybush

Members discussed the water bills and agreed that a meeting should be arranged with the water company to try and sort this out. Members felt that before charging the Royal British Legion, it would be better to wait for the first bill to try to calculate the amount of water used by each building and apportion it accordingly.

15/43 TREASURERS REPORT

The Committee
RESOLVED
To note the report

15/44 REQUEST TO OUT A LEASE AGREEMENT FOR A MONTESSOURI SCHIOOL AT THE HOLLYBUSH HALL.

The Clerk advised that since writing this report there had been a second request for long term hire of the Hollybush hall from the person taking over the Carol Kristrian Theatre School. He wanted an office on site. Members considered that the Hollybush would be too big but did suggest that it may be possible to put up a temporary building on the guide hut site. This did not need to encroach on the space wanted for the Montessori School.

Members went on to discuss the proposals put forward by the prospective hirer.

Members felt it was important that before making a full decision the Council had the OFSTED report on the number of Children that would be allowed and for all the recommendations to come forward on what would need to be done to the building to make it possible for school to be opened. The Committee did however agree in principal to the suggestion.

Concern was raised with regard to the utility costs, as well as lease/hire agreement. More investigation would be required to move this forward.

From the issues raised from the hirer, the Committee made the following comments, decisions:-The Committee would agree to the following

- The Hire rate which would be increased by inflation annually
- Hiring of the building for eight hours per day Monday to Friday, term time

- That the Montessori School would pay damage deposit and pay the hire fees quarterly in advance.
- The H&S checks would be the responsibility of the Council to include fire extinguishers, PAT testing etc
- Security lights and general maintenance would be the responsibility of the Committee
- The grounds maintenance would remain the responsibility of the Council
- That the patio at the rear would be tidied up and pressure washed to remove moss etc.
- The Council would agree to put up a picket fence
- Access to the WIFI from the War Memorial Hall would be permitted.
- A sign on the Hollybush hall would be permitted
- The Directional sign to the Hollybush would be placed on the War Memorial Hall
- Storage would be allowed in the Hollybush hall.
- All the outside requirements provided by the Nursery were agreed.
- The Council would undertake the painting of the steps and handrails
- The Council would paint the inside of the hall in a matching colour
- The Council would remove the current flooring and replace with durable carpet tiles throughout.

Items for further discussion

The hire charges would need to reflect the utility costs

As the Hall had charity status, no business rates were payable, this area would need further discussion and investigation as it could affect the charitable status of the site.

Whilst the agreement for the opening date could be agreed for September 2016, it was not felt necessary to commence the works in May, as there were ongoing hirers who wanted to use the hall until mid-July which would have an effect on income for the charity. It would depend on the amount of work required, but the Committee felt that this could be achieved in the school holidays.

The Council could not undertake the cleaning of the Hollybush on the terms set out. The School would need to make their own arrangements.

Refuse Collection could be arranged under a separate contract.

General repairs and maintenance would be carried out by the Council; however repairs due to breakages/ incorrect use would be down to the Nursery.

A BT landline could be fitted at the Nurseries expense.

It was suggested that a meeting be set up to discuss the finer points but that the Committee were in favour in principal.

15/43

FOUR YEAR VISION

Publicity/Marketing

Members considered the areas within the Four Year Vision specifically marketing and publicity. Leaflets and posters were now considered to be old fashioned, and therefore it was important that the social media and website pages were current and gave the information users would require. The Council were embarking on a complete overhaul of the website and therefore the changes could be incorporated in this project.

Maintenance Refurbishment Programme

It was agreed that the members would meet at the Bullsland Hall on 26th February 2016 at 2pm, to look at the maintenance requirements for the forthcoming year as a start of the Maintenance Refurbishment Programme. The Caretaker would also be present in order that Members could question him on tasks/cleaning etc.

Parking at the War Memorial Hall

The Clerk advised that there was a very old street light opposite the War Memorial Hall. If it was possible to replace this with a double headed light with one side shining over the parking area, it may alleviate some of the problems expressed by users. The cost of a new light may be prohibitive, but Members thought this should be investigated.

15/44 WEBSITE

Members took a cursory look over the contents of the website. The Clerk explained the Council's wish to overhaul the whole site and asked for a volunteer to look at the current content with a view of making suggestions for the next meeting. Cllr Jenny Wood agreed to come forward with suggestions to the next meeting.

15/45 CLOSE

The meeting having commenced at 7.30 pm, closed at 10.04 pm

Signed **agreed by the chairman**..... **Date****20/2/16**.....

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

Signed **Date**