
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 15th MARCH 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

The Council received a presentation with regard to the Leasing of the Hollybush Hall as a Montessori School.

15/46 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs John Copley, Tony Edwards Ken Morris, Alison Preedy and Cllr Jane White.

15/47 DECLARATION OF INTEREST

Cllr Rodney Kipps declared an interest in the items relating to the Royal British Legion, and the Montessori School.

Cllr Khiroya advised that he was the Council representative on the Youth Club Committee which sublet the building to the Montessori School.

15/48 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 16th February 2016 were approved as a true and correct record.

15/49 MATTERS ARISING

15/42 Secretary's Report

Sound Proofing – The Chairman suggested that before spending money on doors, that perhaps placing a sheet of hardboard against the door to try it out. Cllr Alison Preedy also volunteered to inspect the door with her husband to get some advice when attending the Car Boot Sale.

15/50 SECRETARY'S REPORT

War Memorial Hall – New Hirer: Mama Grooves – a fitness class for Mums and Babies
New adult ballet, tap and lyrical classes.

The Committee
RESOLVED
To Note the report

15/51 **TREASURERS REPORT**

The Committee
RESOLVED
To note the report

15/52 **REQUEST FOR A LICENCE AGREEMENT FOR A MONTESSOURI SCHIOOL AT THE HOLLYBUSH HALL.**

Cllr Kipps as Chairman of the Youth Club who sublets the building to Little Cakes Montessori declared and interest the left the room. This meant that the meeting was no longer quorate, and Committee Members therefore could not make any decisions.

The Clerk suggested that as the licence for the building would be the responsibility of the Council that a recommendation could be put forward to P&R from this Committee.

The remaining members of the Committee received a presentation from the Director of the proposed Montessori School. Most of the issues had been agreed in principal and were incorporated in the Business Plan. Members were generally in favour of the proposal.

One of the issues with the prospective hirer was a timing issue, in order for her to attain OFSTED requirements she will need to have the outside space ready before the end of June. The Committee did not feel that this needed to be a problem, but there would need to be an undertaking from the Licensee that should anything go wrong that she would pay for works already carried out.

It was agreed that a paper would be put to the P&R Committee to move this forward.

15/53 **FOUR YEAR VISION**

Maintenance Refurbishment Programme

Bullsland Hall – It was agreed that prices would be obtained for all the items listed from the Members visit. These would then be considered at the next meeting and would be prioritised.

War Memorial Hall - It was agreed that the members would meet at the War Memorial Hall on Friday 1st April 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.

15/54 **WEBSITE**

Cllr Jenny Wood had looked at the website and put forward suggestions on what should be included. The current focus was on the history of the halls but the main reason people

would want to view the pages would be for information about hiring etc. The history was important but should not be the first thing people see.

She suggested that the following should be included

- Photo Gallery – with an emphasises on private function especially weddings and children’s parties
- Full address and contact details with a map including walking/driving/public transport directions. Stressing the proximity of the M25 and also to include taxi links
- Parking arrangement
- Plan of the halls to include layout, dimensions including height etc and explain how the WMH and Common Room can be used separately or together.
- Capacity – parties, theatre style
- Free use of tables, chairs, (numbers) crockery and cutlery. (also that we do not have glasses)
- Times for hire and arrangements regarding set up and clearing away
- Details of alcohol licence and cost

Also to be included should be

- Full size sound system
- Large stage and lighting
- Hearing loop
- Free WiFi
- Large commercial kitchen and dishwasher
- Disabled facilities
- Glitter ball

To give examples of the type of hire to include

- Weddings
- Childrens parties
- Youth Activities
- Dance and theatre
- Fairs – craft, Antique, carboot
- Indoor bowls
- Horticultural shows etc

The site should include how to book, terms and conditions and hire fees.

It was agreed that this would need further work but gave a good basis to move forward. It had been suggested that once all the committees had gone through this process a small working group be set up to look at the style and basis for a revamped website.

15/55 **CLOSE**

The meeting having commenced at 7.30 pm, closed at 9.26 pm

Signed **agreed via email**..... **Date****11.4.16**.....

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

Signed **Date**