
**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 8th NOVEMBER 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Raj Khiroya
*Cllr Jill Leeming
*Cllr Ken Morris
*Cllr Alison Preedy
Cllr Martin Trevett
*Cllr Steve Watkins (ex officio)
*Cllr Jane White (ex officio)
*Cllr Jenny Wood

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary
* Cllr Mike Westacott

16/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Martin Trevett

16/22 DECLARATION OF INTEREST

There were no declarations of interest

16/23 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 27th September 2016 were approved as a true and correct record.

A presentation was made to the Committee from Mrs Emma Donnelly regarding her proposal for a breakfast/after school club in The Common Room. The Committee congratulated Mrs Donnelly on a very thorough business plan and asked a number of questions.

Due to contractual issues the Committee decided to debate the issue in confidential business.

16/24 MATTERS ARISING

Hollybush Montessori School is well underway both within the building and the facilities being enabled for the children outside.

The Clerk advised that the lease for both the Hollybush Montessori School and Josh Sills CKTS Dance School have been forwarded to the solicitor together with the Heads of Terms.

16/25 SECRETARY'S REPORT

War Memorial Hall –

The blinds are being installed on Wednesday 9th November, 2016.

The motorised screen has been order and will be installed as soon as it arrives are the hall,.

Common Room –

Cllr Jane White requested that use of the Common Room by the Council for Committee meetings be implemented at the earliest opportunity.

Planning meetings may have to continue in the Council chamber for a while longer until a screen and projector are purchased.

Cllr Steve Watkins agreed and said that this would enable work to commence on the staff office.

A second door leading from the Common Room into the War Memorial Hall needs investigating further to alleviate the noise from one room to another.

The Committee discussed the proposal following the presentation and voiced their concerns. The Committee felt strongly that the purpose of the newly built Common Room was for the use by the Community, and felt it was not appropriate to allow another hall to be used for Commercial use.

The Committee felt that up to a maximum of 24 children in the Common Room during a session, which could be up to 12 hours would be difficult and overbearing.

One of the main difficulties would be producing food for the children when there is another function booked into the War Memorial Hall.

There were also a number of H&S concerns which would be difficult to overcome
The Committee therefore

RESOLVED

To reject the proposal for a Breakfast and After School Club at the Common Room
That the Clerk writes a detailed letter explaining the Councils concerns.

Bullsland Hall Hollybush Hall

The Council agreed to note the report

Hollybush Hall

The Council agreed to note the report

16/26 TREASURERS REPORT

The Committee
RESOLVED
To note the report

REVISED BUDGET

The Clerk advised the Committee that due to the new finance system she was unable to produce the Revised budget report as per the agenda, however there were no changes to the expenditure but increases in Income changing the deficit from £3100 to £1779 making a net decrease in the budget of £1321.00

The Committee
RES OLVED

To approve the revised budget.

This was proposed by Cllr Rodney Kipps and unanimously agreed.

16/27 MONTESOURI SCHOOL AT THE HOLLYBUSH HALL.

Cllr Rodney Kipps questioned the painting of the steps in white rather than yellow. The Clerk advised that she had checked with Health and Safety and so long as the steps were clearly distinguishable they could be painted either white or yellow.

The Clerk forwarded a request from the Montessori School to place a gate at the side entrance at the bottom of the steps. There was a requirement for OFSTED. Cllr Kipps questioned access for Members of the RBL and it was agreed that the gate should be kept open when the school was closed and that keys should be given to the RBL and the Parish Council.

The Committee

Resolved

To allow construction of the gate at the bottom of the steps but that this should remain open when the School was closed.

That both the RBL and the Parish Council have a key.

This was proposed by the Chair and unanimously approved.

16/29 FOUR YEAR VISION

Cllr Jenny Wood advised the Committee that the Web team had met and gone through a few ideas for producing a more accessible and proactive web site.

The clerk advised that the French student that is currently working for the Council had viewed the web page and come up with a few ideas for the page.

An e-mail was received regarding an online booking systems - Cllr Jane White thought further investigation was needed on this before any action is taken.

16/30 HEALTH AND SAFETY REPORT

Bullsland Hall passed its fire and safety check.

16/31 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.36 pm

SignedAgreed via email..... Date ...21st November 2016.....

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

Signed Date