

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 10th JANUARY 2017**

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

16/32 APOLOGIES FOR ABSENCE

There were no apologies for absence

16/33 DECLARATION OF INTEREST AND DISPENSATION

There were no declarations of interest

16/34 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 8th November 2016 were approved as a true and correct record.

16/35 MATTERS ARISING

16/27 Hollybush Montessori School has been passed over to the tenant. There are still a few items outstanding – the fencing needs a repaint and the rails also need painting when the weather improves. Photos were shown to the Committee.

16/36 SECRETARY'S REPORT

War Memorial Hall – It was noted that the electrician would be at the hall the following Friday to install the screen and to look at the outside lighting.

He would also be looking again and the internal lights of the War Memorial Hall.

The Clerk reported that there had been a complaint from one dance school about the CKTS offices doors being left open. It was agreed that the door to the fire exit , external door and doors to the CKTS offices should remain closed during bookings.

War Memorial Hall Conditions of Hire – copies of the new draft conditions of hire were circulated to all members . It was explained that this had been produced by the French Student and was a draft. All Members were asked to look at the document to note any changes or alterations for the next meeting.

It was noted that there was to be a website meeting in the near future and that the Secretary had been invited along to discuss changes /improvements needed this would be reported back to the next meeting.

Common Room – Members received a quotation for a new projector and sound system for the Common Room which was approved

The Committee

RESOLVED

To accept the quotation for the projector and sound systems for the WMH and Common Room

It was anticipated that the quotation for the Sound Proof door would be available for the next meeting.

Bullsland Hall

The purchase of the fridge freezer was discussed. It was agreed that as the item had been purchased on a credit card that this should be pursued through the credit card company.

16/37 TREASURERS REPORT

The Committee

RESOLVED

To note the report

16/38 2017 REVALUATION NOTIFICATION.

The Committee agreed with the suggestion that the Council should ask for a revaluation of the area known as the War Memorial Hall to separate them into two buildings. This had the agreement of the Royal British Legion. It was envisaged that once this had been done neither party would be liable for Business Rates.

The Committee

RESOLVED

To authorise the Clerk to appeal against the revaluation of the War Memorial Hall Premises, arguing that this was in fact two buildings.

This was proposed by the Chair and unanimously approved.

16/39 FEES AND CHARGES 2017/18

Members considered the fees and charges as detailed in the report and

The Committee

RESOLVED

To adopt the fees and charges as detailed within the report.

16/40 DRAFT BUDGET FOR 2017/18

Members considered the report. They took the view that whilst it was likely that the halls could break even during the next financial year there could still be a cash flow problem. With this in mind it was agreed that the committee request a grant of £5,000 from the Parish Council to ensure that the bank accounts stayed in credit.

Members also agreed that £5,000 should be requested to build into the capital repairs programme.

The Committee

RESOLVED

1. The draft budget be approved
2. That the Committee request a £5,000 revenue grant from the Parish Council
3. That the Committee request £5,000 towards the capital repairs and renewal fund.

16/41 YEAR VISION - nothing to report

16/30 HEALTH AND SAFETY REPORT

16/31 CLOSE

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

Signed Date

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

Signed Date

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Hollybush Hall rails need painting Completion of the painting of the fence also required.	Secretary to organise
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Email to CKTS to advise that the doors leading to the emergency exit, the CKTS Offices and the gents toilets should remain closed during bookings	Secretary
16/36	Action	Draft WMH Condition of Hire booklet circulated to all members to look at and to be discussed at the next meeting	Members Clerk Secretary

16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/36	Resolution	The cost of the sound system and projector be approved – to be installed	Secretary
16/36	Action	The refund for the faulty fridge freezer be pursued through the credit card company.	Clerk
16/38	Resolution	That a revaluation of the WMH requested splitting the building into the two premises	Clerk