

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 28th FEBRUARY 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
* Cllr Carol Kristian

At the beginning of the meeting Cllr Kipps advised that this was the last meeting for this year for this Committee. He wished to thank the Committee, officers and caretakers for their work during the last year, in which great progress had been made.

16/44 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya and Jenny Wood

16/45 DECLARATION OF INTEREST AND DISPENSATION

Cllr Rodney Kipps declared an interest as Chairman of the Royal British Legion

16/46 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 10th January 2017 were approved as a true and correct record.

16/47 MATTERS ARISING

There were no matters arising

16/48 SECRETARY'S REPORT

The Clerk advised that the new surveyor had been engaged and that surveys of the halls would be carried out on the 9th March 2017. From these surveys the COmmittee would receive full schedules of condition for each hall together with a maintenance programme.

War Memorial Hall -

1. **Screen** – The Secretary expanded on the work carried out by the electrician and the changes that had had to be carried out on behalf of the film club. The secretary advised that the invoice had not yet been received and therefore the price was unknown. It was acknowledged that as the Council had spent nearly £1000 on the screen that it had to be fitted properly, and in time for the film festival that had taken place.

The Committee

RESOLVED

That the cost of resting the screen be passed to the film club for payment

This was proposed by Cllr Morris, seconded by Cllr Preedy and carried 6 in favour and 1 against.

2. **Storage Tank** – The Secretary explained about the leak from the storage tank on the stage which fed the water supply to the Royal British Legion. It was agreed that as the tank was on the property of the Hall it would be impossible for the RBL to know when it was leaking and therefore the Halls Committee should pay for the repair.

The Committee

RESOLVED

That the cost of the repair for the storage tank should be paid for by the Committee

This was proposed by Cllr Trevett, seconded by Cllr Morris and unanimously carried.

3. **Defibrillators** - The Committee wished to thank the Golf Club for their contribution toward the box for the Defibrillator and also to thank Cllr Tony Edwards in his personal capacity for the fund raising he had done to pay for the machines.

4. **External Lighting** –

The Committee

RESOLVED

To accept the quotation for repair and renewal of external lights at a cost of £762.00

5. **Five Day Festival** - Members discussed the terms of use for the festival and the hirers desire for the use of naked flames in the form of tea lights etc. There were varied views on the matter. The Secretary agreed to discuss this with the hirers further and ascertain if the use of candles were an integral part of the festival. If this was the case it was agreed that the Clerk should contact the Councils insurers and ask for specific insurance for this booking, with the hirers paying for the additional cost of cover.

The Committee

RESOLVED

To ask the Secretary to investigate further and if naked flames were required as part of the five day festival that separate insurance should be purchased from the Councils insurance company and recharged to the hirer.

This was proposed by Cllr Trevett, seconded by Cllr White and carried six in favour and one against.

Common Room – Members received a quotation for the new sound proof door and

The Committee

RESOLVED

To accept the quotation of £300 for the additional sound proofed door.

Bullsland Hall

1. **Purchase of a Whiteboard** – The Secretary advised the Committee of the reasoning behind the request and

the Committee
RESOLVED

That permission be granted for the purchase of a whiteboard for use at the Bullsland Hall.

2. **Parking** – Members discussed the detail within the report. The Clerk advised that she did not know how much additional parking would cost but was asking if the Committee wished her to investigate further. It was agreed that she would ask the surveyor for advice when the premises was inspected later in the month. It was noted that there would probably be a need to apply for planning permission, but also the Committee would need TRDC's permission to go ahead as land owner.

16/49 TREASURERS REPORT

The Committee
RESOLVED
To note the report

16/50 CONDITIONS OF HIRE

Whilst members had been circulated with the new draft conditions of hire, there were no comments forthcoming at the meeting. It was therefore agreed that the members should read through the document and email any alterations.

16/51 YEAR VISION

CLlr White updated the Committee with information about progress on the website. Currently the new design was with the webmaster and a full report would be presented to the next P&R meeting. In the meantime some more photos had been taken of the hall for the new website.

16/52 HEALTH AND SAFETY REPORT

It was agreed that once the surveyor had done his reports that the new committee would inspect all the halls.

16/53 CLOSE

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 8.57 pm

Signedagreed Via Email... Date3.3.17.....

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 for Completion	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	COMPLETED
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	COMPLETED
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
16/48	Resolution	Recharge the film club for the repositioning of the screen	Secretary
16/48	Resolution	Progress the work for the external lighting at the WMH as per agreed quotation	Secretary
16/48	Resolution	Confirm that naked flames are a requirement of the booking, and if so arrange for additional insurance cover for the event as a one off	Secretary/Clerk
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary