

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 13th JUNE 2017**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Carol Kristian
Cllr Stuart Marshall
*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

17/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Stuart Marshall, Jane White and Jenny Wood

17/02 DECLARATION OF INTEREST AND DISPENSATION

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

17/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 28th February 2017 were approved as a true and correct record.

17/04 MATTERS ARISING

It was noted that the insurance company was happy with the procedure put in place for the Hindu Festival which had confirmed the booking which would take place in September and last for five days.

17/06 SECRETARY'S REPORT

War Memorial Hall -

Request for storage for the U3A – the Committee considered the request for storage for the U3A. It was considered that this would set a precedent as there were many users who had requested storage in the past and the Hall could not accommodate all the requests. It was also noted that the U3A only used the hall for one booking a month and therefore it was felt that this would not be fair to other users who requested the hall more often.

The Committee

RESOLVED

That the Secretary advise the UEA that it was not the policy of the committee to supply storage to users of the hall.

Noticeboard CKTS – Members considered a request from CKTS for a lockable noticeboard in the hall for their use. Again it was noted that there were a number of users and if permission was given to one then this would set precedent. The Clerk advised that the Committee had agreed to install a communal notice board which was available to all users. It was suggested that this could be used by the CKTS to the same effect.

The Committee

RESOLVED

That the request for a lockable noticeboard specifically for CKTS users inside the hall be refused, but that they be advised that the communal notice board was available to all users.

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

Cllr Carol Kristian felt that the hall should have a more prominent external notice board, highlighting all the users of the hall. Cllr Trevett advised that any board would need to be carefully placed to ensure emergency vehicles could still access the hall and it would need to comply with Planning and Conservation area consent. It was agreed that Cllr Kristian would investigate further and report back to the next meeting.

Internal Lighting Quotation – There was concern about the high price for replacement of the strip lights in the hall, however it was explained that scaffolding towers would be required which had to be hired in which increased the unit costs.

Members considered both quotations and the

Committee

RESOLVED

To award the contract for replacement strip lights in the hall to include those on the stage to Company A. With Monies being taken from the Hall Capital Fund £3445.75

This was proposed by Cllr Watkins, seconded by Cllr Morris and carried five in favour with one abstention.

External Lights Quotation – Members considered the quotation for the external lights and agreed that the work should be carried out at the same time as the internal lights

The Committee

RESOLVED

To agree to the works to be carried out for a sum of £1449.33 and that this sum be taken from the revenue budget for the War Memorial Hall.

Electrical Testing - At this stage Members also looked at the electrical testing report and requested that the Clerk obtain two quotes. One for all the C2 work identified and a second to include the C2 and C3 work.

Bin Storage Area - Proposals were discussed and it was agreed that this would be revisited sometime in the future. In the meantime it was requested that the Secretary look into the requirement for all the bins and if larger ones could be used to reduce the amount of wall space being used.

Push bar to secure the internal door from the Gent toilet corridor - The Clerk explained that there was a security issue as well as a safety issue with the door leading from the Gents toilet corridor to the area leading outside by the CKTS offices. It had been reported that a young boy, having used the toilets had left the building by the side door.

The COmmittee

RESOLVED

To fit a push bar to the door to lock and secure it from the otherside but allow access in the case of an emergency.

Late payment Fees – Cllr Rodney Kipps explained that at the RBL there was a issue with late payments and therefore they had decided to introduce a late payment fee. The members were generally in favour of this suggestion but were concerned that the fee should be fair. It was noted that there were government guidelines on what percentage should be used and therefore

The Committee

RESOLVED

That the Secretary introduce a late payment fee in line with government guidelines or a flat admin fee what ever was the greater if payent was not received within 28 days of the invoice.

This was proposed by the Chair and unanimously approved.

Common Room

Anti Social Behaviour – Members noted that the window had been broken three times. It was agreed that the Secretary investigate the cost of CCTV and report back to the next meeting

Electrical Testing – Members noted the report and agreed that no action was required

Bullsland Hall

Electrical Testing – Members noted the report and agreed that no action was required

Hollybush Hall

Electrical Testing – Members noted the report and agreed that no action was required

17/07

TREASURERS REPORT

Cllr Carol Kristian noted that there was a budget for £400 for printing and stationary. She thought this was high and requested that all invoices be sent via email. The Clerk advised that in the main this was the case already, however the rest was mainly spent on stationary for printing and distribution of agendas.

The Committee

RESOLVED

To note the report

17/08

CONDITIONS OF HIRE

The conditions of hire were again looked at , members did not come up with any alterations but wanted some mention of naked flames and also public liability insurance for users of electrical equipment that was brought into the halls, this should include PAT testing certificates. It was agreed

that information would be obtained from other hall hirers and appropriate terms be added to the Conditions of hire.

17/09 **FOUR YEAR VISION**

Publicity and Marketing – It was noted that there had been no analysis carried out on the usage of the hall. Cllr Stuart Marshall had emailed the Clerk asking for information which could help with a Marketing strategy. The Clerk informed members that they had a student for the summer who would be able to attain this information for discussion at the next meeting.

Maintenance Programme – members looked at the surveyors reports on all of the halls. It was noted that the Caretaker of Bullslnad Hall would undertake the painting of the halls, toilets and kitchen ceiling during the summer holidays, as part of his work programme. The Clerk was asked to obtain quotations for the rest of the works required.

Website – There was no new information to report

17/10 **HEALTH AND SAFETY REPORT**

It was agreed that once the surveyor had done his reports that the new committee would inspect all the hall – now this has been carried out the Secretary will arrange for site visits.

The electrical testing concerns were addressed within the secretaries report.

17/11 **CHARITY HALL HIRE**

At the direction of the Chairman the Committee took an urgent item.

The office had received a request for a fund raising event to be held at the War Memorial Hall on Sunday 9th July. The unit cost for the hall hire would be £262.00, however it was requested that the committee offer the hall free of charge.

The fund raising would consist of teenage makeovers with photographs and family photo sessions. All profits to be given to the Red Cross in aid of the Manchester and London Attacks.

The Clerk informed the committee of the rules relating to Charities funding other charities and the committee agreed that whilst it could not give the hall free of charge it would consider offering the hall at cost.

There were concerns regarding the event and it was agreed that a condition of hire would be that someone with a DBS certificate would need to be present. That a licence would be needed for the consumption of alcohol and the usual damage deposit would be needed.

The Committee
RESOLVED
To allow the booking under the stipulations listed above.

17/12 **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 9.16 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 for Completion	COMPLETED
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Draft WMH Condition of Hire booklet circulated to all members to look at and to be discussed at the next meeting	COMPLETED
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/38	Resolution	That a revaluation of the WMH requested splitting the building into the two premises	COMPLETED
16/48	Resolution	Recharge the film club for the repositioning of the screen	COMPLETED
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	COMPLETED
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary
17/06	Resolution	Advise CKTS that permission for the Noticeboard was denied	COMPLETED
17/06	Resolution	Advise contractor that Company A be awarded the electrical contract to include the stage lights and external lights and to obtain a quotation for categorie C2 and 3 from the electrical inspection	Secretary
17/06	Action	Re-look at the storage areas for bin sheds at the WMH	Clerk
17/06	Action	Arrange for a pushbar to be placed on the door leading from the gents toilets area	Secretary
17/06	Resolution	Advise U3A that no storage facilities are available	COMPLETED
17/06	Resolution	Start to charge late payment fees in line with government guidelines	Secretary
17/06	Action	To look into CCTV for the War Memorial Hall	Secretary
17/08	Action	Update conditions of hire for the WMH – with insurance and flame information together with photos	Clerk
17/09	Action	Get information on usage of the WMH for the next meeting	Secretary
17/09	Action	Obtain quotatons for works identified from surveyors reports for the next meeting	Secretary
17/10	Action	Arrange for site inspection of all the halls before the next meeting	Secretary