

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 19<sup>th</sup> SEPTEMBER 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

**17/13 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**17/14 DECLARATION OF INTEREST AND DISPENSATION**

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

**17/15 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 13<sup>th</sup> June 2017 were approved as a true and correct record.

**17/16 MATTERS ARISING**

There were no matters arising.

**17/17 SECRETARY'S REPORT**

**War Memorial Hall -**

**Dishwasher** - It was noted through discussion that on occasions the dishwasher was misused. The Members felt that whilst there were instructions on how to turn on the Dishwasher it may be helpful to show photos on how it should be loaded to ensure that the dishwasher was used effectively.

Members noted the friction between the two Dance Schools, and suggested that the Clerk call a meeting between the two parties should the situation continue.

**Push bar Locking System** – Members considered the details within the report. The Clerk advised that other locking systems used were made by Exidor, and therefore

The Committee  
RESOLVED

That the new push bar locking system be purchased from Exidor at a cost of £45.59

### **Roof Repairs**

The Clerk advised that the parapet wall at the rear of the War Memorial Hall above the Royal British legion was in need of urgent repairs. The mortar was in need of replacement. It was agreed that this work would be carried out as part of the maintenance schedule during the winter months.

### **Common Room**

Members were concerned that the number of signs were increasing at the hall and suggested that perhaps all the signs should have the same design.

### **WWI EVENT –**

The Clerk advised Members of the event in the hall in 2014, which commemorated the start of WWI and wished to know if a second event should be held to celebrate 100 since the end of WWI and also the reason the War Memorial Hall was built. It was agreed that if the users were to get involved this may help with the disharmony.

The Committee  
RESOLVED

That the organisation for an event to commemorate the end of WWI begins.

This was proposed by Cllr Marshall, seconded by Cllr Kristian and unanimously approved.

**17/18**

### **TREASURERS REPORT**

Cllr Marshall wished to know why the budget report did not give forecasts for the year end. The Clerk advised that the budgets were set as a forecast for the whole year and that at the next meeting there would be a revised budget until the year end. Cllr Trevett suggested that explanatory notes could be placed against each budget head; however the Clerk advised that it would be time consuming to have to give detailed background reports on all budget heads, but suggested instead that if Members had specific questions, they could be asked of the Clerk either at the meeting or at the office.

The Committee  
RESOLVED  
To note the report

**17/19**

### **NOTICEBOARD FOR THE WAR MEMORIAL HALL**

Members considered the details within the report. Cllr Trevett felt that a noticeboard would promote the hall but felt that the design would be important. Cllr White suggested that to keep with the corporate image, the signage should be black and gold with the Parish Logo.

The Committee  
RESOLVED

That a new sign be designed for the front of the War Memorial Hall  
That Planning permission should be investigated, and subject to planning being approved a new sign be ordered for a price around £650

This was proposed by Cllr Kristian, seconded by Cllr Marshall and unanimously approved.

#### **17/20 HEATING AND LIGHTING CONTROLS**

Members considered the details within the report. The Clerk advised that it would not be possible to have lighting controls, as Hue light bulbs would be needed which were in the region of £50 each, and did not include strip lights.

The Clerk advised that there was already a seven day timer for the hall, however HIVE was used at the Parish Office, and that the cost was £249.00 which included installation.

The Committee

RESOLVED

That HIVE be purchased for the War Memorial Hall

This was proposed by Cllr Kristian, seconded by Cllr Marshall and unanimously approved.

*NB Since the meeting the Gas Board have confirmed that the HIVE cannot be used with a commercial boiler and at present there are no viable alternatives.*

#### **17/21 UTILISATION OF BOOKINGS FOR THE WAR MEMORIAL HALL**

Cllr Marshall had looked at the spreadsheet information and concluded that there was no specific pattern to bookings as they have uniqueness about them. However it was noted that the hall was greatly underutilised. It was noted that there was no publicity for the halls and the website was not user friendly. Whilst appreciated that this was being addressed, it was important the members of the Community knew what was available in the hall. The new signage would help but more publicity was definitely needed – showcasing what was already there and also the availability using social media and other free ways of advertising.

It was also suggested that officers investigate the possibility of getting the hall licenced as a Wedding Venue, It was considered that this may be an attractive option especially when the Common could be used for photographs etc.

Booking of the hall was also discussed – it was noted that this was still a manual system and it was suggested that the Committee investigate an online booking system which would free up officer time, be more user friendly and be available 24/7.

The Committee

RESOLVED

To investigate the online booking system for village halls

To investigate the licensing of the War Memorial Hall to become a wedding venue

To try to increase the usage of the hall with publicity on social media

This was proposed by Cllr White, seconded by Cllr Marshall and unanimously approved.

#### **17/22 REQUEST FOR AERIAL CLASSES AT THE WAR MEMORIAL HALL**

The Clerk advised that the promised structural report has not been forthcoming. However,

The Committee

RESOLVED

Subject to a satisfactory structural report and insurance the request for Aerial Classes is allowed to go ahead.

This was proposed by Cllr Marshall, seconded by Cllr Preedy and unanimously approved.

**17/23**      **FOUR YEAR VISION**

**Publicity and Marketing** – It was noted that the Literary Festival was on which was originally funded by the Parish Council. However it appeared that they were no longer using the War Memorial Hall as a venue. Members were disappointed that this has become a commercial venture and that the Bookshop did not appear to be supporting the village hall. The Clerk stated that she felt that parking was an issue – which was ironic in the fact that the Junction appeared to be the preferred venue and the parking there was provided by the Parish Council. Members suggested that the Clerk have a meeting with the organisers to try to ascertain the problems and offer any possible solutions to encourage the organisers to again use the War Memorial Hall.

**Maintenance Programme** – It was noted that the parapet wall at the rear of the War Memorial Hall needed urgent attention. It was agreed that prices be sought for this work to be carried out as part of the Maintenance schedule.

**Website** – There was no new information to report

**17/24**      **HEALTH AND SAFETY REPORT**

Nothing specific to report

**17/25**      **LOCKING AND UNLOCKING OF THE HALLS**

Members discussed the issues within the report and the merits of giving users keys. The Clerk explained the insurance implications and also issues that have occurred in the past which has led to conflict. Cllr Kipps also expressed concern having experienced problems at the Royal British Legion in the summer of hires taking advantage of an empty hall. After debate Cllr Kristian withdrew her recommendation.

However members continued to discuss what could be done to improve the overall appearance of the hall, including a cleaning schedule, what's on, and promotion of the halls. Members considered that a Venue Manager may be required who can promote the halls, deal with the caretakers and hirers. There would be cost implications for this however

The Committee

RESOLVED

That the Clerk investigates the role of a Venue Manager including a job description and an idea of costings.

This was proposed by Cllr Kristian, seconded by Cllr Preedy and unanimously approved.

**17/26**      **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 9.04 pm

**Signed** .....      **Date** .....

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

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/48	Resolution	Progress the work for the external lighting at the WMH as per agreed quotation	Secretary
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary
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 category 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 push bar to be placed on the door leading from the gents toilets area	Completed
17/06	Resolution	Start to charge late payment fees in line with government guidelines	Completed
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	Completed
17/09	Action	Obtain quotations 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
17/17	Action	To create a user guide to using and loading the dishwasher at both halls, including photos, and laminating them for display at the halls	Secretary/Cllr Kipps
17/17	Action	To include works to the parapet walls at the WMH on the works schedule	Secretary
17/19	Action	Investigate the need for planning permission and/or conservation area consent for a new notice board and obtain quotations for a notice board in a similar design to those ordered for the village and cemetery	Secretary
17/21	Resolution	Investigate on line booking systems for the halls	Clerk
17/21	Resolution	Investigate the promotions of the halls using social media and other free outlets	Clerk
17/25	Resolution	Investigate the role of a Venue Manager, including Job descriptions and costings	Clerk