

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 14th NOVEMBER 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

17/27 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ken Morris, Cllr Martin Trevett, Cllr Jane White and Cllr Jenny Wood.

17/28 DECLARATION OF INTEREST AND DISPENSATION

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

17/29 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 19th September 2017 were approved as a true and correct record.

17/30 MATTERS ARISING

There were no matters arising.

17/31 SECRETARY'S REPORT

War Memorial Hall

The notice board signage outside the War Memorial Hall - TRDC planning department have been contacted with regard to what sort of planning application the Parish would need to apply for to have signage outside the hall.

Push bar Locking System – The caretaker has put forward a different locking system which will be much easier to install.

The Orchestra - The Orchestra hired the hall during October for an Orchestral event. The Clerk has been in correspondence with the Orchestra with the possibility of partaking in the WW1 event in November 2018.

WWI EVENT - November 2018 -Cllr Carol Kristian was asked if she would be prepared to run the event for the Council and she agreed with the added help from fellow Councillors.

BULLSLAND HALL

Cllr Carol Kristian asked if the fridge/freezer had been repaired yet. Unfortunately this has not been completed yet.

COMMON ROOM

It was requested that the signage for the Common Room be moved to the end of the front of the War Memorial Hall which is closer to the Common Room entrance.

17/32 TREASURERS REPORT

The Committee
RESOLVED
To note the report

17/33 HEARING LOOP FOR THE WAR MEMORIAL HALL

Members considered the details within the report.

The Committee
RESOLVED

That quotation A was the one that the Committee wanted to go with, and the Officer to contact the company and arrange installation.

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

17/34 REVISED BUDGET

It was noted that the income for the War Memorial Hall was increasing, but also that the income for the Bullsland was decreasing. More work would be needed in the new year publicising the halls, and the new website would assist in this.

Members considered the revised budget details within the report.

The Committee
RESOLVED

That the Revised budget be approved.

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

17/35 PROPOSED FEES AND CHARGES FOR THE WAR MEMORIAL HALL

The Committee were advised that with the current deficit in the budget which will need to be addressed and an increase in fees and charges should carefully be considered to allow for growth but not to lose hirers due to high fees.

The Committee

RESOLVED

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

This was proposed from the Chair Cllr Kipps, and unanimously approved.

17/36

DRAFT CAPITAL AND REVENUE BUDGET 2018/19

The Committee consider the draft budget for 2018-2019 with the possibility of asking for further assistance from the Parish Council towards reducing the shortfall.

The Committee to take into consideration items from the Four Year Vision.

The Committee

RESOLVED

To approve the budget for 2018/19 with the request for £5,000 grant funding from the Parish Council to ensure there were sufficient funds in the account for cashflow purposes.

That the sum of £5,000 be placed in the capital fund to ensure funds were available for larger capital projects.

This was proposed by the Chair Cllr Kipps, and unanimously approved.

17/37

HEATING SYSTEM

The Committee had concerns with the heating systems for the hall and especially the radiators which are showing signs of wear – this would be a costly exercise to replace the system and therefore it was agreed to monitor the situation..

17/38

FOUR YEAR VISION

Publicity and Marketing – Cllr Carol Kristian was concerned that the War Memorial hall was not a listed building and requested that the Officers investigate having the hall Locally Listed.

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 – work is still on-going

Cllr Marshall did volunteer to go into the hall to have a go at making a virtual tour of the War Memorial Hall to go onto the website.

The Committee were concerned that some of the bookings previously held at the WMH were now taking place at the Junction, Christ Church. The Committee requested that the Officers look into the decision notice when the Junction was built to ascertain what conditions were placed on the application.

17/39

HEALTH AND SAFETY REPORT

Nothing specific to report

17/40

LEASES

The lease for the Hollybush and the CKTS office are currently with the solicitor.

17/41

CLOSE

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.32 pm, closed at 8.51 pm

SignedThese minutes are draft and have not been approved..... 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	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
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	Obtain quotations for works identified from surveyors reports for the next meeting	Secretary Obtaining quotes
17/10	Action	Arrange for site inspection of all the halls before the next meeting	Secretary
17/17	Action	To create a user guide for 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 e-mailed planning Dept- TRDC
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
17/33	Action	Advise contractor that Company A be awarded the hearing loop installation.	Secretary