

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 16th JANUARY 2018**

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

17/42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Stuart Marshall, Cllr Martin Trevett and Cllr Jane White

17/43 DECLARATION OF INTEREST AND DISPENSATION

There were no declarations of interest

17/44 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 14th November 2017 were approved as a true and correct record.

17/45 MATTERS ARISING

There were no matters arising.

17/46 SECRETARY'S REPORT

War Memorial Hall

The notice board signage outside the War Memorial Hall - Members looked at the two designs and agreed that company 1 should be used. It was agreed that two layouts would be asked for which will be circulated to all Members showing the different colour combinations. The sign would be ordered with the combination with the most votes. The wording was also agreed.

The Committee

RESOLVED

That planning permission be applied for

Once agreed to place an order with Company 1 for the new signage with the colour combination to be agreed.

This was proposed by Cllr Morris, seconded by Cllr Watkins and unanimously agreed.

Hollybush WIFI – it was agreed that Hollybush Montisorri School be permitted to use the WIFI from the War Memorial Halls.

This was proposed by Cllr Preedy, seconded by Cllr Watkins and unanimously agreed.

BULLSLAND HALL

Internet – It was suggested that officers investigate getting a modem with a mobile simcard for internet at the Bullsland Hall. Depending on usage this was considered to be cheaper than that suggested in the report. Coverage needed to be considered together with eligibility.

The Committee

RESOLVED

That the Secretary investigate options relating to the provision of internet at the Bullsland Hall.

COMMON ROOM

Nothing to report

17/47 TREASURERS REPORT

The Committee

RESOLVED

To note the report

17/48 FOUR YEAR VISION

Publicity and Marketing – The Clerk advised that she had spoken to the organisers of the Litfest and Bookshop evenings regarding the use of the WMH. They confirmed that they were happy with the hall but could not usually get the times and dates they needed. There was nothing wrong with the hall or the service provision – merely availability.

The Clerk reported that she had contacted Sarratt Village Hall asking to talk to them about their online booking system and would report back to a future meeting with more details.

Maintenance Programme – Prices were being obtained for the works required.

Website – There was no new information to report – work is still on-going

17/49 HEALTH AND SAFETY REPORT

Nothing specific to report

17/50 CLOSE

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 8.18 pm

SignedThese minutes are draft and have been approved..... Date23.1.18.....

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 Ongoing | Clerk |
| 16/36 | Action | Report back to the next meeting on the changes/improvement required from the website meeting Ongoing | 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 Completed |
| 17/06 | Action | Re-look at the storage areas for bin sheds at the WMH Ongoing | Clerk |
| 17/06 | Action | To look into CCTV for the War Memorial Hall Ongoing | Secretary |
| 17/08 | Action | Update conditions of hire for the WMH – with insurance and flame information together with photos Ongoing | Clerk |
| 17/09 | Action | Obtain quotations for works identified from surveyors reports for the next meeting Ongoing | 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 out for quotation | 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 Completed | Secretary |
| 17/21 | Resolution | Investigate on line booking systems for the halls Ongoing | Clerk |
| 17/21 | Resolution | Investigate the promotions of the halls using social media and other free outlets Ongoing | Clerk |
| 17/25 | Resolution | Investigate the role of a Venue Manager, including Job descriptions and costings Ongoing | Clerk |
| 17/33 | Action | Advise contractor that Company A be awarded the hearing loop installation. Completed | Secretary |
| 17/46 | Resolution | Apply for planning permission and get mock up of design for the new sign | Secretary |
| 17/46 | Resolution | Investigate alternative suppliers for internet at the Bullsland Hall | Secretary |

