

MINUTES OF THE VILLAGE HALL COMMITTEE MEETING  
HELD AT 4.00 PM ON THURSDAY 28<sup>th</sup> OCTOBER 2009  
IN THE COUNCIL CHAMBER, VILLAGE WAY, CRANLEIGH.

Cllr Mrs J Dodd\* (Committee Chairman)  
 Cllr Mrs P Ellis\*(Committee Vice Chairman) - arrived late and extended apologies  
 Cllr C Baily  
 Cllr B Ellis  
 Cllr B Cheesman\*  
 Cllr K Reed\*

\* Present

During the first fifteen minutes of the meeting members of the public with a legitimate interest in the parish were able to ask questions relevant to the work of the Village Hall Committee.  
 There were no members of the public present. The Assistant Clerk Vivien Edwards was present.

Before the meeting started the Chairman explained that due to the original meeting of the Village Hall Committee on 22<sup>nd</sup> October being inquorate, the meeting had been rescheduled. Under Standing order 51.d meetings should be held at 7.00 pm unless there are special circumstances. In this case, the special circumstance was the necessity to recommend a forecast and budget to the F&GP Meeting on the 4<sup>th</sup> November. The only date and time that sufficient Councillors could meet to ensure a quorum before this date was 4.00 pm on Thursday 28<sup>th</sup> October.

1. MINUTES OF THE MEETINGS HELD ON 5<sup>TH</sup> MARCH 2009 AND 21<sup>ST</sup> MAY 2009

The Minutes of the Village Hall meetings held on 5<sup>th</sup> March and 21<sup>st</sup> May 2009 were AGREED as true records by the Committee and were signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Ellis and Baily.

3. DECLARATIONS OF INTEREST

There were no declarations of interest

4. CHAIRMAN'S REPORT

The Chairman reported that a local resident had offered to donate a sizeable artificial Christmas Tree for use in the Village Hall. Although extremely grateful for the offer, the Chairman was going to see if the tree was flame retardant and conformed to British fire regulations before accepting it.

A draft advertisement for the Village Hall was shown to Councillors and the Chairman advised that this would be going into the Challenger Magazine and the Church Parish Magazine.

An invitation had been received from Surrey Community Action to attend a meeting on 17<sup>th</sup> November at Albury to hear about the latest Environmental Health regulations concerning Village Halls. The Chairman and Assistant Clerk are hoping to attend.

During the next few months the Hiring Conditions and Booking Form for the Village Hall will be revised ready for presentation to the Village Hall Committee at the meeting scheduled for 4<sup>th</sup> March 2010.

5. FINANCIAL REPORT

The Financial Report to 30<sup>th</sup> September 2009 was NOTED by the Committee.

6. PAYPHONE AT THE VILLAGE HALL

The Committee REJECTED the recommendation to replace the existing pay phone with a cheaper alternative such as a mobile phone.

Concern was expressed about the security of providing a mobile phone to hirers and the problems that could arise when trying to locate it an emergency. The loss of amenity could not be justified by a saving of £110 per annum.

7. CHARGE FOR USE OF STAGE BLOCKS

Members were advised that as the stage blocks are large and unwieldy it takes three men a morning to erect the stage and the same amount of time and number of staff time to dismantle it. Currently no additional charge is made for providing this facility.

The Committee AGREED to levy a charge of £100 per hire for the use of the elevated stage blocks at the Village Hall to reflect Parish Council staff time for the work involved.

8. SET-UP CHARGES

Currently hirers are allowed two hours free of charge to set up ready for their event. This sometimes restricts the use of the Village Hall for two events during the day

The Committee AGREED to allow hirers one hour set up time free of charge. This must be taken on the day of hire and must start no earlier than 8.00 am. This will apply to all new bookings for dates after 31<sup>st</sup> March 2010. The current arrangement (i.e. two hours free set up time) will be honoured for any bookings that have already been made for dates up until 31<sup>st</sup> March 2012. Hirers who have made bookings for after this date will be advised that these will be subject to the new arrangement.

9. OVERNIGHT STORAGE CHARGES

Currently hirers are allowed to keep/store equipment and goods overnight if they are hiring the hall for more than one day. No additional charge is made for this service, yet it prohibits use of the Village Hall in the evening, causing possible loss of income.

The Committee AGREED to charge hirers a fee of £30 per night for loss of income when hirers are keeping equipment/goods in the Hall overnight. This is to be called Loss of Income Fee.

This fee will apply to all new bookings for dates after 31<sup>st</sup> March 2010. The current arrangement (i.e. no Loss of Income Fee) will be honoured for any bookings that have already been made for dates up until 31<sup>st</sup> March 2012. Hirers who have made bookings for after this date will be advised that these will be subject to the new arrangement.

10. FORECAST FOR 2009/2010

The Committee AGREED to put forward a revised forecast of £38,904 expenditure and £20,318 income for the remainder of 2009/10 to the F&GP Committee.

11. BUDGET FOR 2010/2011

The preliminary proposed budget for 2010/11 was presented. The hiring charges for 2010/11 were discussed and it was agreed that in general fees should be increased by around 1% but that Commercial Hiring Fees be rounded up to the nearest £5.

After careful consideration and taking into account the decision made regarding the payphone at Agenda item 6, the Committee AGREED to put forward a budget for 2010/11 of £39,492 expenditure and £20,821 income to the F&GP Committee.

## Special Revenue Reserves

The Committee considered that it would be more appropriate to put £1,000 into EMR for chairs rather than £2,000 as had been suggested. They also decided that it was not necessary to allocate the full amount of £4,298, as suggested, to the Redecorating fund. £2,926 has been allocated towards decorating the dressing rooms and corridors.

The situation with the Village Hall roof was discussed and it was decided to obtain the opinion of an independent Surveyor regarding life span and cost for fixing / replacing. Initial discussions with a Surveyor recommended by Waverley Borough Council suggested that this could be done at a cost of £300 and the results received before the F&GP meeting scheduled for 4<sup>th</sup> November. It was decided to go ahead with this as a matter of urgency.

Based on these decisions, the Committee AGREED to put forward a recommendation to the F&GP Committee that £9,627 be set aside for Village Hall Special Revenue Reserves and that the F&GP Committee adjust the amount accordingly once the Surveyor's report on the state of the Village Hall roof has been received.

## Capital Project

The Committee REJECTED the recommendation to put to the F&GP Committee that £2,900 be allocated to replacing the light fittings in the Village Hall.

The lamps (light bulbs) that fit the current fittings are being phased out, but there should be sufficient in stock to last until August 2011. It was decided to contact lighting specialists for their advice about how best to proceed and to include any relevant costs in the budget for 2011/12.

12. ART & CRAFT SOCIETY SPOTLIGHTS

Report circulated with Agenda.

The Chairman explained the background to this agenda item and informed Members that several meetings had been held to try and resolve the situation to everyone's satisfaction.

Following a discussion, the Committee decided that the spotlights should only be used by the Arts & Craft Society. It would not be practical to hire them out to other hall users as it would cause increased administration for Parish Council staff as well as problems with managing and monitoring their use. It was agreed to inform the Arts & Crafts Society of this decision and to ask them to install a switch (or similar) to prevent other hall hirers

using the spotlights without permission.

The Committee AGREED to extend the lease until 31<sup>st</sup> March 2011 and to revise it as follows:

Delete the existing point 2.

Remove the following paragraph in point 3 -

Should the Council incur an excess insurance charge as a result of damage directly or indirectly caused to Council property from problems attributable to the spot lighting, the Arts and Crafts Society will reimburse the Council.

There being no other business the meeting closed at 5 .25 pm.

The next meeting will take place on 4<sup>th</sup> March 2010.