



MINUTES

Meeting: VICTORY HALL COMMITTEE

Date: 18th March 2019

Time: 6.00pm

Venue: PARISH COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (5)

Councillors; Rochelle Hodds (Chairman), #Richard Alvin, Deborah Barlow, Alan Lion and Darshan Singh Sunger.

Officers (2)

Anthony-Louis Belgrave – Clerk to the Council.
Mark Hembury – Responsible Financial Officer

Also in Attendance (1)

There was one member of the public in attendance.

for part of the meeting.

18.00 ELECTION OF CHAIRMAN

Councillor Lion **PROPOSED** and Councillor Sunger **SECONDED** Councillor Hodds. As there were no other nominations, Councillor Hodds was elected as Chairman of the Victory Hall Management Committee for the current municipal year.

The newly elected Chairman advised members that there was a possibility she may have to resign as Chairman due to arising family matters.

After a brief discussion, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.

18.01 ELECTION OF VICE-CHAIRMAN

Councillor Lion **PROPOSED** and Councillor Sunger **SECONDED** Councillor Barlow. As there were no other nominations, Councillor Barlow was elected as Vice-Chairman of the Victory Hall Management Committee for the current municipal year.

18.02 APOLOGIES FOR ABSENCE (0)

None.

18.03 OTHER ABSENCES (1)

The Clerk advised members that Councillor Alvin was going to be late.



18.04 DECLARATIONS OF INTEREST

It was **NOTED** that there were no declarations of interest.

Councillor Alvin arrived at the meeting.

18.05 VICTORY HALL UPDATE

The Vice-Chairman of the Parish Council advised members that a resolution has been made by the Parish Council to enter into a new lease with the Chigwell Members' Club, to not renew the existing lease with the Lewis Foundation and to assume all administrative responsibilities for the Victory Hall. This resolution was further confirmed at the council meeting held on 20th November 2018. At the council meeting held on 13th December 2018, members considered an inspection and electrical installation conditions report for the Victory Hall building. This report detailed a final schedule of dilapidations and wants of repair found to have accrued at Victory Hall, under the terms of the lease. The aforementioned resolutions would allow an uninterrupted continuance of services at the Chigwell Members' Club and Victory Hall, after the respective lease agreement is scheduled to expire on 15th April 2019.

The Vice-Chairman further advised members that in fulfilment of these resolutions staff have held several meetings/telephone discussions with the present caretaker/administrator/treasurer for the Lewis Memorial/Victory Hall Foundation: Mr. Keith Brett. The reasons for these continuing communications are to allow staff to familiarise themselves with the former policies, determine where changes are necessary and implement those changes accordingly. The topics of these discussions include the booking processes, client timetable, security/access arrangements, Health & Safety requirements, Lewis Foundation employees, utilities metering/payments, staffing arrangements and other regular administrative aspects of Victory Hall/Chigwell Members' Club.

Councillor Lion questioned whether consideration could be given to allowing the Lewis Memorial/Victory Hall Foundation continuing to exist as a charity to run Victory Hall. This arrangement could allow the opportunity for the organisation to apply for grant funding. In response, Councillor Alvin suggested this idea that could be examined, however his understanding is that there are many supporting and negative arguments, which will have to be duly considered. Further, the Parish Council has already resolved to progress with the aforementioned actions, the existing lease is duly to expire on 15th April 2019 and the council's solicitor has accordingly been instructed to draft a new lease for the Chigwell Member's Club. The Clerk stated that whilst he was not presently knowledgeable of the processes towards this option, he could consult and garner further information from the Parish Council's appointed Auditor/Accountant and then advise this committee accordingly.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- Consideration would be duly given to an option to the continuation of the Lewis Memorial/Victory Hall Foundation, under the direction of Chigwell Parish Council.
- The Clerk and the Responsible Financial Officer will garner further information from the Internal Auditor/Accountant on the aforementioned option.



18.06 MISSION STATEMENT

Members were asked to consider the purpose, aims and responsibilities of the Victory Hall Committee and to establish a Mission Statement.

After a brief discussion, it was then moved by the Chairman and **RESOLVED** that:

- This matter would be considered at the next meeting.

18.07 HIRE CHARGES OF VICTORY HALL

The Clerk advised members that the Lewis Memorial and Victory Hall Foundation charges a daily rate: £250 and an hourly rate £30, for the use of the facilities at Victory Hall.

Members were then asked to consider and approve retaining these hire charges for Victory Hall. Councillor Lion suggested that this matter should be deferred until the to an option for the continuation of the Lewis Memorial/Victory Hall Foundation, under the direction of Chigwell Parish Council, has been duly investigated and considered by this committee.

After these discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- This matter be deferred until a subsequent meeting.

18.08 STAFFING ARRANGEMENT

The Clerk advised members that Victory Hall is frequently utilised at times external to regular office hours. If this committee decides this policy of operation is to continue after the expiration of the existing lease, then an appropriate staffing arrangement will have to be implemented.

After discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- This matter be deferred to a subsequent meeting.

18.09 MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMITTEE MEETING

- Committee Mission Statement
- Hire Charges for Victory Hall
- Staff Arrangement/Requirements for Victory Hall.
- To consider the option for the continuation of the Lewis Memorial/Victory Hall Foundation, under the direction of Chigwell Parish Council.



18.10 DATE OF NEXT MEETING

It was **AGREED** that the next meeting of this Committee would be scheduled for Thursday 4th April 2019, 6.30pm.

18.11 CHIGWELL MEMBERS' CLUB LEASE

Members were advised that a resolution was made by the Parish Council to enter into a new lease agreement with the Chigwell Members' Club to occupy the Victory Hall. Further, Chigwell Member's Club were formally notified of this intention by letter dated 27th July 2018. The intention of this lease is to enable the continuance of the occupation by Chigwell Member's Club. The proposed arrangement will be on a 'peppercorn' basis, for a fixed term, which may be renewed as becomes necessary.

After further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- This matter be deferred until the option for the continuation of the Lewis Memorial/Victory Hall Foundation, under the direction of Chigwell Parish Council, has been duly considered.

Signed

Chairman

Date