

Minutes of meeting of Claverham Village Hall Committee

Held on Tuesday 20 March 2012

Present:, Geoff Hawkins, Helen Hicks, John Dare, Mary Smith, Peter Gunn, Jane Dare

Apologies: John Williams, Ralph Ludin

In the absence of the Chair, Peter agreed to chair the meeting.

Minutes of previous meetings held 21/2/2012 approved.

Matters arising

Agreed that Conservatory gutters need to be regularly cleaned and kept clear of leaves and debris. *Action JD and JW*

Gazebo on Patio to be turned 180 degrees to face field.. *Action JW and RL*

CVE

Jane circulated an e mail she is sending to friends and likely contacts about volunteering to help with bar duties. She encouraged others to try a similar approach.

Treasurer's Report

Balances circulated

Approx £400 still outstanding from NHS Blood transfusion. This dates back sometime and there are problems with reconciling order and invoice numbers. We may have to agree a settlement. *Action PG*

Reviewing provision of phone, internet services and wi fi. *Action PG*

Card services through Evalon now available.

Bad debt of £45 to be written off.

British Gas and Veolia advise price increases.

Financial year to date indicates Hall Hire Fees on the increase, but donations from CVE down due to lower Bar takings.

Admin

Agreed a priority to keep bookings up to date on website. *Action GH*

Date for AGM to be arranged for September. *Action GH*

Hall Refurbishment

Should be complete by month end.

Likely cost now £56k net of VAT slightly up from £54k, previous month. Due to improved electrical specification including better lighting for main Hall.

Once complete we need to ensure unwanted and inappropriate notices and posters do not have a negative impact on the overall appearance.

A PR plan will be needed to advertise and promote the Hall.

The committee thanked Jane and Mary for all their hard work in driving and monitoring this project.

Buildings & Grounds

Paving around manhole by entrance to be repaired. Also path to be shortened where Tree intrudes. *Action MS*

Grounds looking in very good order. Our thanks to be passed to Edgar and his team. *Action GH*

Loose tile on roof to be fixed. *Action JD*

The committee also thank Graham for continuing to deal with day to day maintenance items.

Health & Safety

Concern expressed that stage should only be erected and taken down by trained operatives. Look to secure with a bicycle lock. *Action MS*

Accidents in Bar need to be recorded in the main Incident Book held in the Entrance Hall.

Solar Panels & Energy Review

Planning permission needed for the installation of the solar panels. Peter to progress and in the meantime request return of deposit.

Action PG

Energy Review by Sustain recommends a we improve the efficiency of our heating system which will remove the need for water tanks in office. Standens have quoted £3600 plus VAT. To be reviewed later in the year. *Action GH*

Future Events

Arrangements for May Day celebrations on 7 May underway. Try to involve parents from Court de Wyck. *Action JW and HH*

Publicity for Shakespeare Evening should be through by end of month.

AOB

Peter may need to hand on his Treasurer's duties to someone else later in the year. A potential successor has been identified and this will be followed up. *Action PG & JW*

Village Skittles to get underway when refurbishment complete. *Action RL*

Next meeting: Tuesday 17 April at 7.45pm

