

Minutes of meeting of Claverham Village Hall Committee

Held on Tuesday 17 April 2012

Present:, John Williams, Geoff Hawkins, John Dare, Mary Smith, Peter Gunn, Andrew Yearsley

Apologies: Helen Hicks, Jane Dare, Mark Jenkinson

The resignations of Louise Mills and Denise Page were received with regret.

Minutes of previous meetings held 20/3/2012 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. Claverham Ltd have agreed to provide a forklift to assist. **Action JW and RL**

Paving around manhole by entrance to be repaired. Also path to be shortened where tree intrudes.

Village Skittles to be organised. **Action RL**

CVE

Half year to March shows an increase in sales and gross margin resulting in an increase in profit of £3,500.

Treasurer's Report

Peter introduced Andrew Yearsley who will work with Peter with a view to taking over his role as Treasurer. Committee agreed to co opt Andrew onto the committee at the next meeting to be held on Tuesday 15 May. **Action GH**

Balances circulated

Progress being made with £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**

Phone, internet services and wi fi have been reviewed and updated. Thanks to Dave Stanley.

Refund due from British Gas. **Action PG**

Andrew thinks our Accounts may not be fully compliant with Charity Commission requirements. To be discussed with current Auditors. **Action PG and AY**

Admin

Date for AGM to be Friday 21 September.

Some comments received about state of upholstery on hall chairs. Quote to be obtained for reupholstering.

Storage areas at back of Hall need sorting out. **Action GH, JD and JW**. Mary will arrange clearance of builders materials. **Action MS**

Table Tennis Table and equipment needs sorting out prior to hire on 21 May. **Action GH and JW**

Claverham Ltd smokers to be asked to use the smoking shelter outside the conservatory. *Action JW*

Hall Refurbishment

Should be complete by month end and there has been no further creep in the spend which remains at £56k ex VAT.

There is a snagging list which Mary and Jane are monitoring. *Action MS and JaneD*
Post Office storage unit should be in place next week.

Kick panels to be installed on all doors. *Action MS*

It was with much regret the committee received Mary's resignation following the unnecessary hassle she has received from some people whilst undertaking this project. The committee thanked Mary for all the excellent service she has provided to the Hall and its users. Graham will also no longer be undertaking odd jobs and the committee also thank him for all the time he has spent sorting out maintenance issues at the Hall.

Buildings & Grounds

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

Action GH

Cleaning duties need to be reviewed and discussed with Donna following refurbishment. *Action JaneD and GH*

Problems persist with the Conservatory. A letter to be written to Brom advising them that these need to be rectified asap. *Action PG*

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*

Door hinge covers and child safety doors to be fitted. *Action MS*

Solar Panels & Energy Review

Council have confirmed that planning permission not required for the solar panels. Installation should proceed shortly. *Action PG*

Energy Performance Certificate to be obtained. Peter to approach Sustain in the first instance. *Action PG*

Future Events

Arrangements for May Day celebrations on 7 May underway. Parents from Court de Wyck are assisting.

Posters for Shakespeare Evening circulated. Committee encouraged to approach friends and contacts.

AOB

Andy Pope has offered his help to Committee. Chairman will discuss further with Andy.

Next meeting: Tuesday 15 May at 7.45pm