

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on

15th May 2012

Present. Ralph Ludin(acting chair),John Dare, Helen Hicks, Peter Gunn

Apologies. John Williams, Geoff Hawkins, Mary Smith, Mark Jenkinson

Minutes of the previous meeting on 17th April 2012 were approved.

Matters Arising

The conservatory gutters have now been cleared and it was suggested that a greater area of mesh should be considered. **Action JD & JW**

The Gazebo has not yet been moved **Action RL & JW**

Attention to the path and manhole is in hand **Action MS**

RL is waiting on Sandra to confirm dates so the Skittles can be organised.

Action RL

Treasurers Report

Details of Current balances circulated.

Agreed remaining NHS blood service balance should be written-off as under £250.

Discussion with British Gas has confirmed the present rates are the best available but we shall need to review shortly with other suppliers.

May Day profit after expenses was £485. A great effort and a credit to everyone involved. Agreed to send a donation of £500 to Claverham Primary School as a good profit had also been made in the bar.

Action PG

Admin

Agreed Madeline Ogden can work on a temp basis on website and have access to the office **Action GH**

It was agreed that the ex-teacher willing to help with P.R. should be approached to work alongside Sandra for 30 hours at the minimum wage.

Action JD

Agreed GH can dispose of old committee papers, except relating to assets or legal matters **Action GH**

Hall Refurb.

Work is now practically finished and accounts being finalised. All the

feed-back from the forms has been positive.

HH is obtaining child gates and door finger protection **Action HH**

Building and Grounds

Edgar and team have done a good job in tidying up.

Cleaning schedule with GH to finalise

The Hall chairs are in need of replacing or refurbishing if the cost is lower. JD agreed to look into this and report back. **Action JD**

The need to find a replacement for Graham Smith to deal with minor jobs was considered and is in hand. It was thought that it may be necessary to pay someone for part-time maintenance duties but a committee member will need to organise **Action RL**

Health and Safety

Helen Hicks has a background in H & S and will consider replacing Mary Smith as co-ordinator. She will discuss with Mary and report back to GH **Action HH**

Solar panels and Energy Review

An energy review was carried out by E.P.C.Nation on 9th May and provided this rates the Hall at least as Grade D we will be able to go ahead with the installation of solar panels. **Action PG**

Future Events

May Day was a great success.

A simple celebration of the Queens Jubilee will be held on 4th June with a bouncy castle and Burgers/Hot Dogs **Action JW**

Noted Sandra Ogden has agreed to organise something for New Years Eve

Some tickets have been sold for the Shakespeare Evening but committee members are asked to tell friends and neighbours about the event so it is well publicised and tickets will be made available to the committee on a sale or return basis if requested

Any Other Business

Agreed we would buy a TAS accounting program for future use by CVH and CVE at a cost of £250 + VAT. **Action PG**

Date of next Meeting 19 June at 7.45 pm