

-1 CLAVERTHAM VILLAGE HALL

Minutes of Committee meeting held on

20th June 2012

Present. Geoff Hawkins(acting chair),John Dare, Helen Hicks, Andy Pope, Andrew Yearsley

Apologies. John Williams, Peter Gunn, Ralph Ludin, Mark Jenkinson

Minutes of the previous meeting on 15th May 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. Also regular cleaning needs to be arranged **Action JD & JW**

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

Action RL

Admin

Emily Dobbs has been hired for 30 hours to help draw up and implement a PR plan to promote the Hall. Launch Day for new look to be Sunday 3 September. All regular users and hirers to be invited.

Treasurers Report

Details of Current balances circulated.

British Gas have reduced proposed increase from 35% to 15%.

Back dating the reduction in VAT and cancelling the climate change levy has resulted in a refund from British Gas of £1048.

Solar Panels now installed and electricity being generated.

Draft Accounts for y/e 31/3/2012 now available. Bank reconciliation errors found relating to previous years. Now down to £528 and this is to be carried forward whilst further investigation continues, but will eventually probably be written off. **Action AY**

Hall Refurb.

Feedback being collated. GH to liaise with Jane D to prepare summary for publication. **Action GH and Jane D**

Building and Grounds

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**
It was agreed the smokers from Claverham Ltd should be asked to use the smoking shelter outside the conservatory, not the one outside the main Hall. This shelter also needs turning to face away from the conservatory.
Action JW

Health and Safety

Stage bits and pieces now locked. Keys behind the bar and in the office. Maintenance Diary to be placed on notice board giving an audit trail for jobs. **Action HH**

Fire Safety Training DVD to be obtained and viewed by CVE volunteers.
Action HH

Regular testing of alarms, building plan showing fire exits and checking of First Aid Kits – all needed. **Action HH**

Suggestion via Face book to have Community Defibrillator at the Hall. Further investigation needed.

Future Events

Approx 100 tickets sold for Shakespeare evening. Encouraging but more sales needed.

Any Other Business

None

Date of next Meeting Tuesday 17 July at 7.45 pm