

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on

18th September 2012

Present. John Williams, Geoff Hawkins, Helen Hicks, Andrew Yearsley, Peter Gunn, Mark Jenkinson, Jane Dare (CVE),

Apologies. John Dare, Ralph Ludin

Minutes of meeting 21 August approved.

Matters Arising

First meeting post AGM to be joint with CVE. *Action GH*

JW to progress Village Skittles. *Action JW*

Admin

Helen has identified someone who can help with website. GH to liaise with Sandra. *Action GH*

Agreed to employ Emily Dobbs for a further 10 hours to provide assistance with admin duties. *Action GH*

Arrangements for AGM proceeding.

Party held in August – agreed that £50 should be taken from deposit.

Action GH

Problems arose with “20th Birthday Party” held on 15 Sept. £100 deposit to be banked.

Terms and conditions for bookings to be reviewed with input from CVE.

Action Jane D

In the meantime it was agreed that no evening parties for under 21's should be allowed and 21st parties only with the agreement of the committee. *Action GH*

CVE

Music nights continuing, but more variety needed.

New Tills to be in operation from 1 October.

Treasurer's Report

Balances circulated.

Andy had prepared a document summarising the duties of Trustees to be handed to nominees for the committee prior to the AGM. *Action AY*

Hire charges need to be reviewed post AGM.

To comply with charity regulations we need to ensure rent charged to CVE is commercial. GH to check license agreement. **Action GH**

Building and Grounds

Conservatory – GH met with Raxon Day Consulting, designers of the steel work. Raxon agreed that the steel brackets have twisted slightly and they will put this right. However their view is that this only very marginally effects the level of water in the valley gutter. After doing various calculations they are of the opinion that the valley gutter does not have sufficient capacity. GH to advise Bronn that this needs to be rectified, probably at the same time as Raxon sort out the steelwork.

Action GH

CCTV –Quote from MSS to be accepted. **Action GH & RL**

Claverham Ltd have cut the hedge, but Mary Smith to arrange for shrubs next to building to be cut back. **Action MS**

Hand dryer in Gents toilet not effective and it was agreed that it can be removed. **Action MS**

Health and Safety

Fire safety training for CVE volunteers to be undertaken shortly **Action Jane D & HH**

CVH Open Day 9 September

A great success with a number of new volunteers coming forward. Follow up letter to go out.

New Years Eve Party

Joint venture with CVE. Band booked and tickets to be on sale shortly.

Any Other Business

John agreed to undertake repair of paving outside front door. **Action JW**

Michelle's group can use meeting room to practice for event on Dec 8.

Action MJ

Next meeting Tuesday 16 October at 7 45

