

## CLAVERHAM VILLAGE HALL

### Minutes of Committee meeting held on

16<sup>th</sup> October 2012

**Present:** John Dare, Bob Evans, Peter Gunn, Helen Hicks,  
Mike Lee, Andrew Yearsley, Jane Dare, Gordon Ogden, Dave Stanley.  
Sandra Ogden attended as observer

#### **Apologies:**

John Williams, Geoff Hawkins

Minutes of 18 September approved

#### **Matters Arising**

GH had sent an up-date of o/s matters in his court.

1. Sandra is liaising with Phil Wilkins on updating website
2. Emily Dobbs employed for a further 10 hours at a cost of £67. She is currently working with Mary Smith following up Friends of Village Hall enquiries. Mary has agreed to manage the Friends for an initial 6 months
3. £50 withheld from deposit following August '18<sup>th</sup>' party
4. Sandra advised on policy for parties for under 21's
5. Copy of agreement between CVH and CVE sent to Andrew to look at rental arrangements. **Action AY**
6. Conservatory - Bronn advised of need to install a more suitable box gutter and a response is being chased. **Action GH**

#### **CVE**

Jane provided copies of a draft booking form for discussion. Comments are still awaited from licensees and Directors of CVE.

AY suggested Hirers should be required to identify themselves to licensee as soon as they arrive before any drinks are served to the party

BE felt that if any false information is given in booking an event, the licensee should have the right to cancel the booking

HH suggested changing Hirers responsibly for guests they 'invite' to

guests 'who attend'

BE considered hirers should provide proof of insurance for equipment they bring in to the Hall

PG felt the form should be more specific about hirers requirements so they were clear ahead of the event

BE asked if we are a Village Hall or a Caterer for events. He felt we do not have adequate bar staff to cater for large numbers. It can be difficult for volunteers to deal with request for setting up or demands for extra glasses at the last minute.

RL suggested we should have a different and more detailed form for weddings and large parties

JD thought it would help if it was made clear that only a maximum number of specified types of glasses would be made available to hirers

It was generally agreed that a charge of £7 per bottle for corkage is reasonable but this should include glasses.

A £50 charge should be made setting up the Hall bar with beer to cover wastage through setting up and subsequent cleaning

Jane and Sandra will develop the booking form to incorporate suggestions for consideration at the next meeting **Action JaneD**

Other items relating to CVE were

1 Future consideration of Licence Agreement **Action AY**

2 Need to clarify area actually rented to CVE. A plan is available and will be provided for future reference **Action AY**

3. The need to ensure all bar staff are fully trained on new tills **ActionJD**

### **Treasurers Report**

AY circulated the Income and Expenditure account to 30 September. This shows expenses exceeding income but may have been effected by the costs of refurb.

It was agreed it is time to review all hiring charges most of which date back to 2007 and a proposal will be made to a future meeting once comparisons can be made against similar venues **Action AY/PG**

### **Buildings and Grounds**

**CCTV** RL reported this is now operational and GH is to organise training. AY pointed out 2 cameras are obscured by bushes and need

clearing. **Action GH/PG**

**Conservatory** Bronn are being pressed to deal with the gutter but noted that there was no problem in the recent torrential rain storms **Action GH**

**Health and Safety** The fire safety video has been shown to a licensees meeting and will now be made available to volunteers. Jane will email the questions raised for Helen to answer. **Action JaneD/HH**

We need to identify the location of fire extinguishers and Bob will assist Helen with drawings and questionnaire **Action BE/HH**

Helen is to provide Jane with a copy of the Hall Fire policy and we need to appoint a Fire officer for the building. Helen discussing with Mary Smith **Action HH**

The full Risk Assessment is still to be completed. **Action JD**

Helen will confirm when we last carried out a fire alarm test and will consider how we organise a practice fire evacuation. We should also arrange to mark the position of the mains gas cut-off valve **Action HH**

**Grounds** We need to decide how the shrubs round the building will be pruned. Can Claverham Ltd. ask their maintenance team to do it or should we consider paying for it to be done? Peter to ask Roger Buxton **Action PG**

Our enquiries have given no clue how the car park wall was damaged. Peter to discuss with Roger Buxton **Action PG**

John has been looking at cost of chair replacement and has a quote for 150 chairs at approx. £6150. He will try to obtain 1 chair on approval.

**Action JohnD**

Gordon asked if progress has been made to move hand dryer in gents toilet. **Action JW**

It was agreed a light is needed in the area of the waste bins **Action JW**

### **Future Events**

Sandra confirmed bookings are now being taken for the New Years Eve party. Agreed people must bring own cutlery and plates and are responsible for clearing up when they finish **Action SO**

**Village Skittles.** Ralph confirmed 16 teams have entered and all dates

4

have been booked for the alley. More matches will be organised in Jan/Feb. A full skittles programme is booked for Sept 2013 **Action RL**

### **Any other Business**

1 Mid Rural Network are asking for free use of the hall and Peter will ask the exact nature of events and discuss with GH if we should offer a

50% reduction **Action PG**

2 Mike asked if it is possible to alter the meeting night from Tuesday. After discussion it was felt we all would find a problem with one night or other and it was best to leave it unchanged

3 Ralph said the vacuum cleaner plug was in poor condition and had no PAT test sticker. Probably it was in locked cupboard and overlooked. To avoid any more problems it was agreed we will create an Equipment List for both CVE and CVH items. Helen agreed to arrange. **Action HH**

**Date for next meeting - 20<sup>th</sup> November 2012 7.45pm**