

-1 CLAVERTHAM VILLAGE HALL

Minutes of Committee meeting held on 18 December 2012

Present: Bob Evans, Peter Gunn, Geoff Hawkins, John Williams, Mike Leigh, Andrew Yearsley, Helen Hicks

Apologies:

Sandra Ogden (invited to attend as an observer)

Minutes of 20 November approved

Matters Arising

GH to let Bob have a copy of the licence agreement between CVH and CVE together with a copy of the relevant plan. **Action GH**

Hand dryer to be moved in gents toilet. **Action JW**

Light needed in area by waste bins. **Action JW**

Light also needed above pool table. **Action JW**

Equipment list for Pat testing needed for CVE and CVH items. **Action HH**

Geoff to check new hire agreement now in use. **Action GH**

Admin

AGM: To be arranged for May. Possible dates to be advised. **Action GH**

Partnership Agreements: Agreed to continue 50% support for Senior Citizens Lunch Club.

Street Dancing; By a majority vote decided full hourly rate should be charged. Priority booking to continue subject to review in 6 months.

Action GH

Web site: Work ongoing, Geoff and Sandra liaising with Phil Wilkins.

Action GH

Computer: Purchased for £530 plus £25 for 5 year warranty. To be installed over end of year. **Action AY**

Treasurer's Report

Andrew updated the meeting on current cash position.

Charges for use of card facility likely to be approx £360p.a. Need to keep this in mind when reviewing hire charges. **Action AY**

Review of hire charges underway with comparisons being gathered. Aim is to implement any changes from 1 April; 2013. **Action AY**

Andrew has received a copy of CVE Accounts for year ended August 2012

Buildings and Grounds

Conservatory: Brorn have finally responded. They are not proposing a new valley gutter and their view seems at odds to those of Rixon Consulting. GH to investigate and liaise with both parties to find an acceptable way forward. **Action GH**

In the meantime it is essential that gutters are kept clear. **Action JW**

Car Park Wall: Agreed we would repair. Quote from Bob Sharman of £370 which we agreed to accept. **Action BE**

Chairs: Before considering purchase of new chairs it was agreed to carry out a review of our existing chairs. Working party agreed for Friday 11 January at 2pm. **Action BE, GH, JW, ML, PG**

Access from footpath sometimes obstructed by cars. May need something to stop cars parking at end of footpath. **Action BE**

Existing waste collection arrangements to be reviewed. **Action PG/AY**

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**

Bob has assembled plans of building and is to review various test procedures in liaison with Helen **Action BE/HH**

Clarification needed on our responsibility for CVE's H & S procedures. Opinion to be sought from Solicitor who drew up licence agreement. **Action GH**

Future Events

New Years Eve: £676 of ticket sales to date. If a CVE event they will have to pay hall hire charge. **Action GH**

Village Skittles: Dates booked for next year

Any other Business

Agreed to support purchase of PA system from monies raised from '3 Idiots' evenings. Michelle will come forward with a proposal.

Date for next meeting - 15 January 2013 at 7.45pm