

# CLAVERHAM VILLAGE HALL

## Minutes of Committee meeting held on 15 January 2013

**Present:** Bob Evans, Peter Gunn, Geoff Hawkins, John Dare  
Mike Leigh, Andrew Yearsley, Helen Hicks, Ralph Ludin, Geoff Bland (CVE), Sandra Ogden (observer)

### **Apologies:**

John Williams

Minutes of 18 December approved

### **Matters Arising**

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

Sockets in skittle alley will also need testing. **Action HH**

### **Admin**

AGM: Arranged for 17 May

Web site: Phil too busy to continue work on website. Annabel Tall to be contacted for a fresh quote. Less work now required. **Action AY & SO**

Need to clear old tills, computer etc from office.

### **CVE**

GB presented a paper on the CVH management committee through the Chairman, Treasurer and Secretary for the time being, taking over the role of DPS. It was generally agreed that this would be a good idea but all committee members including the Chairman who was not present would need to read the official guidance notes first. Decision deferred to next meeting.

### **Treasurer's Report**

Andrew updated the meeting on current cash position.

Proposed new hire charges discussed and agreed in accordance with the attached schedule. To be implemented from 1 April. **Action AY & SO**

British Gas to be chased re solar payments **Action AY**

Agreed to write off reconciliation error of £500 which could go back 6 years

### **Health and Safety**

1. Agreed to review the training requirements as not all bar volunteers will need same level of training

**HH/BE**

2. Bob Evans to form sub-committee to review testing and create a list of testing requirements **BE**

3. Bob has acquired plans of the building showing the area under CVE control.

4. Agreed a Risk Assessment of the skittle alley pit is required and repairing the pit defects is overdue. The present skittle pins are dangerously damaged and RL agreed to purchase new ones **BE/RL**

5. A gas safety certification inspection is to be carried out soon **HH**

### **Buildings and Grounds**

1. Brorns response to the Rixon Day proposals is being considered **GH**

2. The car park wall has been repaired
3. The hall chairs have all been inspected and of 150 chairs, 6 are currently unusable and 30 have minor defects.; all need cleaning and new rubber feet. Quotations for repairs in hand **JW/JD**
4. Agreed it will be necessary to get an extra flower tub to stop cars parking at the end of the footpath **BE/JD**
5. A hall car park sign is needed by the entrance from the main road. Agreed to ask Jane Dare to speak to Claverham Ltd to obtain their approval **JD**
6. Lighting for waste bin area still needs attention **JW/RL**
7. Hand dryer in gents toilet has still to be moved. Gardiners to be asked to arrange **HH**

#### **Future Events**

1. The New Year party was a success and a profit of about £110
2. Village Skittles competition being organised from 1<sup>st</sup> Feb to 23 March **RL**
3. Open Air Shakespeare play booked for Saturday 29<sup>th</sup> June. It was agreed we should opt for a 70/30% split with the company **JD**
4. Brenda Smith has booked the Hall for a May Day event on 6<sup>th</sup> May
5. New Years Eve party to be booked for 31<sup>st</sup> December **SO**

#### **Any other Business**

1. The P.A. system is still outstanding **GH**

**NEXT MEETING 19 FEBRUARY AT 7.45pm**