

-1 CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on 19 February 2013

Present: Bob Evans, Peter Gunn, Geoff Hawkins, John Williams, Mike Leigh, Helen Hicks, Ralph Ludin, Sandra Ogden (observer)

Apologies:

Andrew Yearsley

Minutes of 15 January approved

Matters Arising

Gardeners to be asked to complete the following outstanding electrical jobs :

- ▲ hand dryer to be moved in gents toilet
- ▲ light needed in area by waste bins
- ▲ socket in main Hall and skittle alley to be tested
- ▲ socket by pool table needs replacing
- ▲ socket in store room by chairs to be moved
- ▲ lighting in main hall to be reviewed

Action JW

Admin

Additional lockable filing cabinet to be ordered for the office. **Action SO**
Web site: Many thanks to Andrew who has upgraded the website and done a fantastic job.

AGM: nominations form now on the notice board

CVE

It was decided that it was not appropriate for the committee to take on the role of DPS as from reading the Home Office notes it would appear that the primary duties are concerned with controlling the supply and sale of alcohol.

Treasurer's Report

Andrew updated the meeting on current cash position. Gas bill in January around £1000!

£435 received from British Gas for solar panels. We think this is for a 6 month period and to be received quarterly from now on.

Meeting with Rowan dartington on 27 Feb.

Waste collection: quote received from PHS but they are significantly more expensive than Viola our existing contractor.

Buildings and Grounds

Conservatory: Bronn have not supplied rainwater calculations and they

have refused to install a new valley box gutter, despite Rexon saying the current version does not meet building regs requirements. Their argument is that there has been no leaks during the very wet weather we have had this past winter. This ignores the fact that we had a substantial ingress of water on 4 August last year when we had a “tropical” storm around 5pm. Rexon are prepared to correct the steelwork which has sagged slightly in some places and we will write to Bronn saying we do not accept their argument and reserve the right to come back to them if there are any further leaks. **Action GH**

Chairs: JW to follow up quotes to repair and fit new feet to chairs. Feet also needed for tables. **Action JW**

Bob has flower tub to stop cars parking at end of footpath. Also to consider 2 tubs outside front door to keep emergency access area free.

Action BE

Ground muddy due to Claverham Ltd smokers. Company to be contacted to see if they will contribute to a gravel path. **Action JW**

Heating: Current system not efficient and Standens to be contacted to follow up quote they provided last year to improve matters. **Action JW**

CCTV monitor in office has broken. Ralph thinks he has a suitable replacement in his attic. **Action RL**

Health and Safety

Fire safety training for bar volunteers being reviewed in conjunction with CVE. Fire Wardens to be appointed. **Action BE**

Thanks to Bob File log book for testing requirements is 99% complete. Fire Plans now on various walls around the building.

Skittle Alley now repaired. Many thanks to Graham and John.

Quote received for new skittles and balls, but they cannot be replaced until the end of the skittles season.

MSS to hold a teach in when carrying out next fire and alarm testing in March. **Action BE**

Future Events

May Day: all on track.

Shakespeare evening: Not sure whether our licence covers plays. Jane and Jon to review to make sure we have the necessary licences and insurance in place. **Action JD**

Any other Business

Some concern expressed about the fact that covering on bar front has not been changed. Liaison with CVE, Jane and Mary needed.

Date for next meeting - 19 March 2013 at 7.45pm