

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on 27 March 2013 (postponed from 19 March 2013)

Present: John Williams, Andrew Yearsley, Bob Evans, Peter Gunn, Ralph Ludin, Sandra Ogden (observer)

Apologies:

Geoff Hawkins, Mike Leigh, Helen Hicks, John Dare

Minutes of 19 February approved

Matters Arising

Following electrical jobs are still outstanding:

- ^ hand dryer to be moved in gents toilet
- ^ light needed in area by waste bins (to be connected to same switch as car park lighting)
- ^ 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

Gardeners are not interested, Emilia Floyd is not interested. JW has contacted another electrician, Darren Keen, who has priced all work to be carried out at £150 per day labour plus parts at £346.40.

Mood lighting in Main Hall still to be discussed

2 lights on the side of the building facing the waste bin area are broken and need replacing.

AY commented that a blue wire (live) is showing on the wall between the skittle alley door and the bar hatch in the skittle alley. This needs to be made safe.

Work to be arranged - Action JW

Admin

AGM: nomination form now on the notice board with some additions. To be reviewed at next meeting.

It was agreed to put a copy of the last 6 months Minutes on the CVH website.

Action AY

Thanks to RL for supplying the new CCTV monitor in the office.

New PA System has been purchased and will be stored in cupboard off Meeting Room. £281 was received from The Three Idiots towards this purchase.

CVE

The matter of CVE and the DPS is ongoing and the following comments were raised:

- o The Home Office document is not applicable to our Village Hall as we have a permanent bar, not an occasional bar.
- o The CVE Directors are not prepared to take on the role of DPS themselves.
- o Even if all CVH Committee members agreed to take on the role of DPS, is it permitted given its' Charity status?
- o RL suggested that he may be willing to take on the role personally. Can he be on the Committee and be DPS?
- o It was decided that it is necessary to take advice from Licensing Authority / Charity Commission / Solicitors.

Action JW and BE

Treasurer's Report

AY reported on the current cash position. This will be left in the current account to cover future expenditure, ie heating, electrician, chair feet etc.

We have signed a new contract with British Gas for another year.

Meeting took place with Rowan Dartington. £67,000 currently invested. There may soon be another £10,000 to invest. AY suggested getting an expert to advise on our charity set-up. It was agreed to arrange meeting with a charity expert who AY has been in touch with who will advise on any changes needed. Initial review £150 – 200

Action AY

We have various old debts which AY proposed writing off:

Hollard – agreed

Purdie – agreed

Richards – agreed

Welch – SO has chased, wait for reply

Street Dance – This debt is disappointing as they were given discount as a community event. SO to chase and also inform Jean Watson of the situation.

Action SO

Buildings and Grounds

Conservatory: No progress has been made since the last meeting. Needs following up. GH is handing this over to JW.

Action JW

Chairs: We are waiting for a quote from Pritchards to supply and fit feet for chairs (and remove old damaged feet. Some tables also need feet but chairs are a priority to avoid damaging floor.

Action JW

Car Park: BE provided a flower tub to stop cars parking at end of footpath but this keeps being moved. Suggestion that a large rock would be a good idea. JW will ask Gary Parsons to move a rock into position from elsewhere on the site. We should still consider 2 tubs outside front door to keep emergency access area free.

Action JW

Ground muddy due to Claverham Ltd smokers: As the smokers do not appear to be using the shelter at the moment it was agreed to leave this for the time being in light of the weather improving and the ground becoming less muddy.

Quote received for new skittles and balls (approx. £350). To be ordered ready for the new skittles season.

Action RL

Bar Front: As no progress had been made by CVE it was agreed that we should ask Mike Payne to have a look and suggest the best course of action and quote (probably to strip the vinyl and stain the wood)

Action SO

Maintenance Person: No applications received although Clive (the local litter-picker) was thought to have been in to look at the advert on the Noticeboard which had been taken down. JW to contact him.

Action JW

Heating: Meeting was held between Standens, JW and BE. New quote received for £4315 + VAT including power flush. AY commented that we should not be spending this much money to replace a system which is still working.

Option would be just to remove water tank. Further quotes needed to remove tank. JW to contact another plumber, Matt Lyons.

Action JW

RL reported that there is £275 in the Village Skittles Pot. A new results board is need. Barbara Maggs is looking into this and arranging signwriting. Final Match due to be played 5 April. Adverts will be put up in July for new teams to register in September league *Action RL*

Health and Safety

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

Breeze blocks used as a step in the skittle alley pit area are considered a health and safety issue and also cause damage to the pins. It was agreed that the breeze blocks should be replaced with a wooden block. *Action JW*

BE commented that the carpeting in the skittle alley is often not stored properly and left crumpled in front of the fire exit. It must be stressed to Hirers that the carpeting must be stored safely, rolled up along the wall. *Action SO*

Future Events

Roller Disco (Claverham Ltd event)

It was agreed to allow this event as it is to be run by Claverham Ltd Sports and Social Club and 1) it is a one-off event and 2) they have assured us that no damage will occur to the flooring. Claverham Ltd to be contacted to arrange date. Extra conditions to be included on paperwork

Action SO

Shakespeare Event: BE commented that out licence does not cover outdoor events. Festival Players have their own license to perform but we need to check with Council whether our License covers us. As event is on adjoining field (Fairy's land) do they need a License? Can we add event to our existing License or do we need a temporary event notice? *Action SO*

May Day

JW reported that good progress has been made. Posters have been done, food has been ordered, entertainment has been sorted.

Any Other Business

Defibrulator: Request received from Council for us to put on our site. Agreed. Suggested location on front wall to left of letterbox (hedging will need clearing) *Action SO*

Senior Citizens Lunch – request received from Jean Watson for CVH to support this in August. Agreed.

Suggestion received that we should have a 'Key Dates Document' for an easy reference to renewals and safety checks due. Document could be checked for action at each meeting. Any info to include to be passed to Andrew *Action AY*

Beer Festival: Need to re-evaluate cost of hire to Lions. SO to check what full price would be so decision can be made on hire price. *Action SO*

Newsletter: It was agreed to ask Emily Dobbs to prepare the next newsletter which should go out mid-April. *Action SO*

Date for next meeting - 16 April 2013 at 7.45pm