

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on 14 May 2013 (brought forward a week in order to meet before AGM)

Present: John Williams, Andrew Yearsley, Peter Gunn, Helen Hicks, Mike Leigh, John Dare, Sandra Ogden (observer)

Apologies:

Bob Evans, Ralph Ludin

Minutes of 16 April approved

Matters Arising from last Minutes

Electrical jobs - have been completed, invoice received and payment made.

Conservatory – work has been completed

Chairs - Pritchards are starting work on the chairs next month.

Bar Front - In progress by CVE

Maintenance Person - Interviewed applicant lives in Bristol and therefore not particularly suitable. Peter knows someone else who may be interested and also Dave Stanley's brother may be interested. In the meantime Graham has agreed to continue with John doing bigger jobs that Graham cannot manage.

Newsletter - Thanks to Emily Dobbs for preparing the Spring newsletter which has been distributed around Claverham by local teenagers (no CVH 'Friends' were available) and further copies are in the racks in the foyer and being sent out with correspondence.

May Day - May Day was well attended and a big success. £749.79 has been paid in to bank. There will still be some reimbursement of expenses to be paid out of this. Thank to everyone who helped with organisation, especially John Williams and Brenda Smith

Admin

AGM: Will be held on 17th May.

There are 81 names on Voting Register. Need to prepare Voting Slips

Action SO

Need copy of last year's AGM Minutes. John W to ask Enid if on Geoff's computer

Action JW

Nominations are as follows:

- Chairperson -John Williams
- Secretary – Peter Gunn
- Treasurer – Andrew Yearsley
- General Committee (5 required) – John Dare, Bob Evans, Mike Leigh, Ralph Ludin, Dave Peters, Mark Jenkinson.

Helen Hicks is stepping down and reported that Helen Cooper and Charlotte Bembridge will act as Clavertots Representatives.

Andrew will finish preparing and hand out a summary of accounts.

Action AY

Mike Leigh will register people attending if he himself is able to attend (will confirm on Thursday evening). If Mike is unable, another attendee will be asked.

Other Admin:

Geoff Hawkins keys have been returned by Enid.

'Key Dates Document' for an easy reference to renewals and safety checks due – will be prepared by AY. Andrew has still not received any relevant info – please pass on.

Action AY and all Committee

CVE

Nothing further has been heard from CVE about Ralph Ludin taking the position of DPS. John W will speak to Geoff Bland.

Action JW

It was suggested that it would be an appreciated gesture if CVE put *DOWN* the price of beer. This is in light of the current financial situation and a way of giving something back to the bar users. This could be advertised as a 6 month price drop and then reviewed. John W to talk to CVE.

Action JW

Treasurer's Report

Andrew reported that some money will need to be kept in the bank but £10,000 should be transferred to savings account.

Action AY

Charity Structure: Andrew has met a Charity Expert to discuss reviewing the structure of the Charity. It was recommended that CVH becomes a legal entity in its own right and we should go down the C.I.O route (Charity Incorporation Organisation).

The current situation is that Committee members would be personally financially responsible for anything that happens which insurance refuses to cover and/or there are insufficient assets in the charity. This is clearly not an acceptable situation. This structure would also allow for the CVE shares to be held directly in the Charity without the need for 3 additional nominee trustees.

It was agreed that this structure review is essential to protect the Committee Members and to ensure the hall is in the best possible position for the future inhabitants of Claverham. It was agreed that this would be mentioned at the AGM and then the process would be investigated further. A extraordinary meeting would need to be held to ratify any changes.

Expert's cost to prepare the application would be £2,000, although we may be able to reduce this by doing some of the work ourselves. In addition, we may need a property lawyer to sort out the leasehold. John will speak to Bill Howard to see if he can help. Claverham Limited may also be able to help.

Action JW and AY

Buildings and Grounds

Car Park: Rock in the car park not yet moved as John has not had a digger available. Ongoing.

Action JW

Nothing further has happened about the skittles and balls. Summer League has now started so balls need to be ready to replace at the end of the Summer League and before the Winter League begins.

Action RL

John will get his colleague to replace the breeze block with wooden step in the meantime.

Action JW

Heating: No progress has been made regarding removing the water tank. Sandra will ask local plumber NYPD to visit, advise and quote. *Action SO*

Defibrulator: Sandra has confirmed agreement with the Council. Waiting for their electrician to make contact.

Health and Safety

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

Future Events

Shakespeare Event: Special Events License application in progress from North Somerset Council. Thanks to Jane Dare who has been putting posters up and leaflets around the area. Sandra will forward E-Posters to Backwell and Churchill Secondary Schools as this may be of interest to students studying Shakespeare. Banner should be prepared and put on front fence ASAP.

. *Action SO*
Peter thinks our Insurance covers us for the event but will check. *Action PG*

Beer Festival: Agreed to increase hire to Yeo Valley Lions by £50. It was agreed that CVE make profit on the bar and the Festival brings publicity and a lot of new people to the venue so we do not wish to charge full price especially as the money raised by the Lions is distributed back into the community. Hire Agreement to be prepared as usual. *Action SO*

Any Other Business

Mike Leigh asked if another glass washer could be bought for the Bar. This is a CVE matter, not CVH. JW to pass message onto Geoff Bland. *Action JW*

Sandra reported that Yatton Sequence Dancers have requested a lockable cupboard to be installed (at their provision and expense) so that they can store their music system and speakers etc. This brought up the subject of whether we could provide some kind of Docking System and Speakers for all regular hirers to access, which would resolve any safety issue of them bringing in their own systems which may not be electrically safe. Sandra will contact all regular users to see what their sound system requirements are. *Action SO*

Sandra reported that Backwell Camera Club have hired the Meeting Room and required 24 chairs resulting in Sandra carrying about 14 chairs upstairs. Backwell Camera Club are considering meeting once per month here as they think it is a better venue than their existing one. It was agreed that we should replace the (potentially unsafe) chairs in that room and also buy some additional stackable ones which can stay up there. *Action JD*

We should also consider putting a cabinet in there with jugs for water, kettle, disposable cups etc.

Date for next meeting - 18 May 2013 at 7.45pm