

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on Tuesday 18 June 2013

Present: John Williams, Andrew Yearsley, John Dare, Dave Peters, Ralph Ludin, Mark Jenkinson, Sandra Ogden (observer)

Apologies:

Peter Gunn

Minutes of 14 May approved

Matters Arising from last Minutes

Chairs – John W still needs to take the chairs to Pritchards to start work on them.

Bar Front - Completed

Maintenance Person - No longer actively looking for someone. Graham has agreed to continue with John doing bigger jobs that Graham cannot manage. Keep ears open for any suitable replacement.

Key Dates Document – Andrew Y is still waiting for everyone to give him important dates.

Committee members to please pass on any dates for renewals and safety checks etc.

Step in Skittle Alley has now been replaced.

Skittles Balls and Pins still needed.

Admin

Charity Structure: It was agreed that a Sub-Committee would be formed to take this further. Members would be John W, Andrew Y, Bob E and Peter G. Ralph James should also be invited.

Action JW

CVE

Ralph L has now been accepted as DPS and paperwork has been signed.

John W spoke to CVE about the suggestion of cutting the price of beer. It was decided that this would not be commercially viable.

Bob E commented that there is a lack of communication between CVE and CVH and it is awkward when people ask him in the bar about things and he doesn't know. It was agreed that there should be a standing invite for a member of CVE to attend the beginning of each Committee meeting so that updates could be given. CVE would become Item 1 on the Agenda. John W to inform CVE.

Action JW

Treasurer's Report

There is currently £78k in Investec account.

Andrew Y has prepared forms for Clavertots reps to complete. Neither Helen Cooper or Charlotte Bembridge had been able to attend this meeting. They would need to sign the Committee book at the next meeting. Sandra O to pass paperwork on to them.

Action SO

Buildings and Grounds

Car Park: Rock in the car park not yet moved. Ongoing.

Action JW

Heating: NYPD have visited and quoted. Sandra O to discuss further options with them and get further quotes. NYPD also do a maintenance contract which we could consider taking out.

Action SO

Defibrillator: Nothing further has been heard from the Council. Pending.

Occasionally there is a problem within the building resulting in access being needed into the office. ie access to fusebox if lights go out. It was agreed that a list of office keyholders and phone numbers should be put behind the bar in case of emergency. List to be prepared.

Action SO

PHS are very expensive. Andrew Y to check when contract expires and investigate alternatives – possibly Unity.

Action AY

Pillars in Skittle Alley are looking tatty. Suggestion that they could be clad with tongue and groove up to around 4ft high. Sandra O to ask Clive Stanley to quote.

Action SO

Shrubbery around building needs trimming back. Need to approach Claverham Ltd

Action JW

Craft group have commented that there is often no parking available for them. We should have a sign on entrance to car park to say 'Parking for Patrons of Claverham Village Hall only' Sandra to get quote from Foremost Signs.

Action SO

We also need a sign at the front to say 'Claverham Village Hall' Need permission from Claverham Limited.

Action JW

Nothing further has happened about replacing chairs in Meeting Room. Ongoing.

Action JD

It was agreed that Yatton Sequence Dancers could put their cupboard up for storage of their music system. We should still consider installing a docking station or similar for use by other hall users. Sandra to investigate their needs.

Action SO

Health and Safety

Fire Safety checks have been done by Bob E and MSS Security. New signs and replacement exit signs have been ordered

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

Action BE

The store room is very messy and needs a good sort out. Sandra to check with the User Groups which items belong to them and mention that the Committee will be tidying the area.

Action SO

The First Floor storage area also needs tidying. It was agreed to tackle this after the Beer Festival.

The cleaners cupboard is kept locked and there is no key in the bar area. This presents a problem. For example at a recent party somebody vomited in the toilets and bar staff had no access to gloves, disinfectant etc. It was agreed that mop, bucket, gloves and cleaning solutions should be kept out of the store room and accessible to the bar staff. *Action JW*

Future Events

Shakespeare Event: Special Events License granted from North Somerset Council. Sandra has sent emails out advertising event including emails to Backwell, Churchill, Clevedon and Nailsea Schools. Banner is now on the fence. Tickets are starting to sell. Peter has confirmed that our Insurance covers us for the event.

A.O.B.

Sandra mentioned the Rural Network who give accreditation to Village Halls. It was not considered that we need to pursue this.

It was discussed that there should be a long term plan for the money. It was agreed that the long term plan should be to buy our own building and land. Mark J remembers that a 5 year plan was written in around 2009 and would look in his files for this. Monica Stanley, Ralph James and Alison Knowles may have some information due to their involvement in the building of the hall.

Action MJ

Is the Committee Meeting Room actually lettable space? We should check whether fire regulations cover the room and whether we can legally hire it out. *Action BE*

Date for next meeting - Tuesday 16th July 2013 at 7.45pm