

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on Tuesday 23rd July 2013

Present: Helen Cooper, John Dare, Bob Evans, Peter Gunn, Ralph Ludin, Dave Peters, Andrew Yearsley

Apologies John Williams, Charlotte Bembridge

Minutes of Last Meeting Approved

Matter Arising

The chairs are still waiting attention

Our Charity structure is moving forward. AY now has a copy of the lease and a sub-committee will soon be arranged

CVE will be asked to attend the first part of each meeting and "CVE" will be the first item on future agendas

Ralph now has received approval from N. Somerset and is now acting as DPS.

Clavertots have completed the trustee forms, Charlotte has still to sign committee book.

No further action yet on hall heating pending Sandra's return from holiday

The key for the office is to be provided for emergency use by bar staff
An excellent job has been done trimming shrubs and PG is to write to Claverham Ltd thanking them for this and allowing use of the field for the Shakespeare event

Agreed proposed parking and Hall signs need shortening. PG to discuss with Foremost and email Roger Buxton for his approval to their siting.

Car parking by school users is becoming a problem and causing difficulties for Hall events. Helen agreed to begin a dialogue with school

No action yet on chairs for meeting room

Yatton Sequence Dancers cupboard arrives Friday 26th

Clavertots have been made aware of the storage space available to them and will need to remove old items.

RL will look into buying a metal cabinet to keep cleaning and other basic items for which bar staff to have a key

BE is looking into the use of Meeting Room as lettable space

CVE

RL is now responsible for finding volunteers for bar duties for a few months

Treasurers Report AY distributed Income and Expenditure figures for first quarter to end of June

We have £10k in our current account plus £70k at Investec and £60k with Rowan Dartington.

Open air Shakespeare raised £234 profit

Buildings and Grounds

BE is to arrange for rubbish to be cleared from smoking area behind the hall and buy a new bin if needed

Agreed the Defibrulator should not be sited on the island but on wall to one side of the main entrance. CVH will offer to supply a suitable board and will ask Jeff Parsons to clear shrubs and lay slabs for access. **Action DP.** PG will email Edgar Watson and ask for details of what is required.

Health and Safety

After this years Beer Festival it is important that we ascertain;

- 1 whether the Lions have a Special Licence permitting outdoor music and drinking
- 2, their future intention in using fencing which blocks our fire escapes

And ensure our own Terms and Conditions of Hire require the hirer to familiarise themselves with our safety documents . Sandra will be asked to send to BE copies of what goes to hirers including reference to testing of electrical instruments

Our BBQ equipment means we store gas bottles inside the building which we should try to avoid. The condition of the BBQ equipment suggests that we should consider constructing a permanent item outdoors also allowing the storage of gas bottles. J Williams to be asked to comment

Future Events

Agreed we should try to rebook a Shakespeare event for 2014, preferably Comedy of Errors provided we again avoid any financial commitment on our part

RL is organising Village Skittles for Sept/Oct this year on Friday and Saturday evenings although some dates are not now available. These dates will now be booked for 2014 **Action SO** RL will liase to get details of the event on our website

Our new skittle balls and pins will be delivered on 24th July **DP**
Sandra will be asked if she wishes to organise a New Year event

Any Other Business

Flowers and good wishes to be sent to Pauline Payne after her accident

Action PG

Agreed we need to arrange cleaning on Sunday mornings after a Saturday evening event

Agreed to offer advice to Cleeve Village Hall on solar panels but to decline any other involvement **Action PG**

Agreed to make contact with Ian Sheppard who has asked for guidance in setting up a community building in Congresbury explaining we are trying to speak to former members involved with Claverhams start-up **Action PG**

Date of next Meeting 20th August 2013 at 7.45pm