

CLAVERHAM VILLAGE HALL

Minutes of meeting held on 20th August 2013

Present: Charlotte Bembridge, John Dare, Bob Evans, Peter Gunn, Dave Peters, Andrew Yearsley

Apologies: Helen Cooper, Mark Jenkinson, Ralph Ludin, John Williams

Minutes of last Meeting: Approved

Matters Arising

Action

1 Agreed to ask who will represent CVE at future meetings

PG

2 Skittle alley/store door requires a bolt to be fitted

PG

3 Hall chairs are being repaired but essential feet are also replaced **JD**

4 Charlotte has signed the committee book

5 The signs for the forecourt have to be discussed with Foremost Signs and approved by Roger Buxton

PG

6 CVE to be asked to provide a key cabinet to keep office key for emergency use

PG

7 A sign for the defibrillator, to be placed close to the road, will be provided by the Parish Council

PG

8 Agreed that we would order 12 new chairs for the Meeting Room at a cost of £ 77.95 each plus VAT including delivery

JD

9 Agreed to order a cleaners cupboard at a cost of £196.80

AY

10 Whether Meeting Room should be treated as lettable space still under review

BE

11 AY and JW met with Rob Skidmore re siting of defibrillator. It will be placed on far right of main door on a board at a cost of £460 incl. vat. and labour The cost of relaying paving and placing 3 bollards to give protection was agreed at £395

AY

Health and Safety

1 Agreed attention must always be given to ensure fire exits are not blocked. Sandra Ogden to be asked to make sure hirers understand this especially if a sit-down meal is involved. Caterers must also be made to understand they must be confined to the kitchen and not block other areas such as the lobby. The Hire Conditions will need to be amended to clarify this

PG

2 The BBQ needs to be restored to its original condition to be safe. DP will liaise with JW and will discuss cleaning

DP

2

Admin

1 we agreed that we would aim for a newsletter to be produced in October/November to include info re skittles.

2 A request for a 21st birthday party was discussed and agreed that JD would discuss with the family to ensure it would be only family and would not be advertised on Facebook.

JD

Treasurers Report

1 We have approx. £9/10k in the bank.

2 Noted Clavertots have an arrears of rent

CB

3. Reported that Investec Bank are reducing their interest rate to 1% and it was agreed to accept this for the immediate future.

4 AY explained that Elavon Card reading machine now needs to be on a separate wi-fi system . AY will talk to Dave Stanley to try to find an answer but we could also consider alternative providers

AY

Building and Grounds

1 The stone is now in place to stop parking in the pedestrian access and the tree has been trimmed. Our thanks to Nigel Tranmer were recorded

2 Noted 2 lights not working in main hall Graham Smith to be asked to deal with this and also look into new starters on his return from holiday

PG

Future Events

1 Agreed that PG will ask Sandra about New Year Party

PG

2 PG will ask if Jane Dare and Sandra are willing to organise next years Shakespeare event

PG

Any other business

1 Agreed Jean Watson can buy new baking trays as requested

PG

2 Agreed that the offer from Jean and Edgar Watson to donate a Christmas Tree will be accepted and Clavertots will arrange for its decoration.

PG/CB

3 Agreed that John Williams will be asked if he can provide suitable equipment so that Nim can be asked to clean hall chairs.

AY/JW

4 The Post Office counter blocks the fire exit to the main door on Country Market days and it was agreed that the main bar should be closed until 12pm and the alley bar used instead. BE will check that the exit for the bar area through the conservatory is acceptable. **BE/PG**