

CLAVERHAM VILLAGE HALL

Minutes of committee meeting held on 29th November 2013

Present: John Williams (Chair), John Dare, Bob Evans, Peter Gunn, Ralph Ludin, Andrew Yearsley, Sandra Ogden (by invitation), Geoff Bland (CVE),

Apologies: Mark Jenkinson, Helen Cooper

Minutes of previous meeting The last minutes were approved

Matters Arising/Ongoing

1. Bar key safe now in place and requires office key for future use **PG**
2. Agreed the shutters on the Bar need to be closed when bar not in use. They can be difficult to close but will be attended to. **GB**
3. The backs of the hall chairs are being repaired as necessary at a cost of £10 each but will need refixing using Velcro. Questions if this will work but will try as an alternative to new screws and bolts. **JW/JD**
4. Foremost are to be asked to requote for 2 signs for grounds and to review cost of installing. A quotation is awaited from Archers **PG/AY**
5. BE and JW met Geoff Blomfield of North Somerset Council to discuss the escape requirements for the Meeting Room and confirmed it is adequate for 50 people. Bob will now discuss the cost of an application for change of use for the room to permit letting up to maximum of 30. Meanwhile Bob will also obtain a quotation for replacement of the handrail. Noted that at some point the Fire Officer will need to inspect. **BE**
6. Agreed we need to buy 12 new stacking chairs for the Meeting Room. John to investigate **JD**
7. The BBQ is still to be cleaned and the side burner attached securely or removed completely. **JW/JD**
8. Cleaning the hall chairs will wait until Nim returns in January. **RL**
9. The Christmas Tree has been put up by JW and now decorated by Clavertots
10. Agreed that Mike Harris be asked to remove the old roof supports in the 1st floor storage area at a cost of £200 and to fit truss clips as necessary **JW**
11. Agreed that white curtaining will not be fitted in the hall

Health & Safety

1. Hall users are labelling items left in the storage area and Sandra will ask them to complete this. **SO**
2. Graham Smith is to attend to the snooker table cover.
3. Graham has indicated he wishes to give up his maintenance role and JW will look for a replacement **JW**
4. It was agreed to ask skittles teams to be responsible for replacing any items such as the skittles boxes which may be moved during matches and which may block the fire exit. GB agreed to ask bar staff to check the alley is left in a tidy condition at the end of each evening. In future we will aim to put the alley carpet in the store when not in use. **GB/RL**

Treasurers Report

1. It now appears that the £2000 bill for electricity arose because we have had the wrong meter for many years and as a result have under-paid by a substantial amount. As the correct

meter has been installed we will have to face higher costs in future. In looking for savings it has been identified that the cellar air conditioning unit runs continuously and a survey has shown it needs cleaning and servicing including cleaning filters. A quotation for the work of £808 has been obtained from DML Ltd and this was accepted and GB agreed CVE would meet the cost of the work. If a cold air supply is provided, with a thermostatic control, for the aircon unit it is expected further savings can be made **GB/JW**

2. NYPD have suggested that better control of the heating system would be obtained by using a digital control for the thermostat which could be set via smart phone. A temperature sensor will be needed in the hall. AY will speak to Standens to seek their suggestions before a decision is made **AY**

3. The card reader has been returned to Elavon by post

4. Andrew reported that the insurance has been renewed and the Certificate displayed in the cabinet.

5. Several o/s accounts have now been paid and Sandra will chase the others **SO**

6. We now have approx. £5k in bank after meeting electricity and insurance costs. Andrew is now working on a cash flow projection **AY**

Restructure sub-committee

1. At the conclusion of this meeting a Special General Meeting will be held to allow members to vote on the proposal "To allow the Committee to proceed with the application to convert to a Charitable Incorporated Organisation"

2. Trustees will need to sign a Charity Commission Declaration to allow the changes to happen **AY**

Buildings and Grounds

1. The CCTV still requires attention by MMS **SO**

2. Bob Sharman will be asked to attend to the bricks being pushed up by roots on the footpath in to the hall. **JW/BE**

3. JW said Donna had now resigned as hall cleaner from 18th December and it was expected Nim will take over on her return from holiday but for just 2 hours per day. Meantime Sandra's daughters will cover

Future Events

It was decided not to book any special event for New Years Eve and just have a normal bar night. **CVE**

Once the key safe is in operation it will be necessary for bar staff to obtain the key code from an existing office key holder in order to gain access to the office. Once the safe is used a new code must be set **GB/PG**

Any Other Business

1. A key is required for the Claverham Ltd Fitness Group. **SO/PG**

2. A request has been made for an 18th birthday party for a Downs Syndrome sufferer. It was agreed to allow this in view of the level of supervision to be provided **SO**