

CLAVERHAM VILLGE HALL

MINUTES OF MEETING HELD

21st JANUARY 2014

Those present; J. Williams. A Yearsley, R Ludin, M Jenkinson, J Dare, B Evans, P Gunn, G Bland(CVE) and S Ogden(by invitation)

Apologies; H Cooper

Matters Arising

1. Sandra to arrange for a key for the office to be given to Gordon Ogden for the bar key safe
SO
- 2 The Bar shutters are not always being closed but GB said it is now easier to do this and he will press for them to be shut in future **GB**
3. Chair backs being attended to using screws and bolts **JD**
4. Agreed to ask Foremost to Make and install 2 signs for the grounds **PG**
5. Application for change of use of Meeting Room not yet completed. Replacement of stairs hand rail still under discussion but noted it must have curved ends **BE/JW**
6. In order to increase the number of Meeting Room chairs to 30 BE promised to get details of stacking chairs he had seen so JD could get prices. **BE/JD**
7. The BBQ has been taken to be cleaned and the gas burner will be welded on **JW**
8. Nim will now be asked to start to clean the Hall chairs. JW has found a contact who can supply replacement chair feet **RL/JW**
9. Mike Harris has confirmed he will start to remove old roof supports in February **JW**
10. Items in the storage area are now being labelled by users and the area is much tidier.
11. Graham Smith has now given up his maintenance role and a replacement is being sought.
JW
- 12 The DML quote to clean cellar air conditioning has been reduced by £200 to £608 and a further quotation for a cold air supply with thermostat (not a timer) is awaited. **JW**
- 13.Sandra agreed to send the basis of the quotation for digital control of the heating system to Standens for them to give a price. **SO**
14. Old hire accounts are being paid and Street Dancing are being chased to pay their account. **SO**
15. The CCTV still requires attention by MMS. **SO**
16. Bob Sharman has repaired the footpath.

CVE

1. Agreed the freezer in the storage area must be emptied and switched off. **GB**

Admin

- 1 An automatic message to incoming emails saying the office is only staffed at certain times will be set up **SO/AY**

Treasurers report

1. Accounts for the last Quarter show a surplus of £2200 before CVE donations but in future higher electricity charges will have to be met.
2. The present gas and electricity contracts are due for review in May and it was agreed that AY could accept the best alternatives **AY**

Restructure sub-committee

1. Now the Charity Commission has accepted our application for registration as a CIO, it was agreed Claverham Ltd and Yatton Parish Council must be told of impending alterations to the Hall lease **PG**
2. It was agreed to use John Hodge as the solicitors to handle the transfer of the lease **JW**
3. It was agreed to hold a Special General Meeting to agree the transfer of assets and liabilities to the new organisation on 7th March at 8pm followed on 9th May at 8pm by the final AGM of the old Charity and the first AGM of the new CIO **AY/PG**
4. Proper notice of the meetings will be given in the press and on Notice Boards **PG**
5. Confirmation is to be obtained from the solicitors of the correct procedure to transfer the assets and liabilities **JW/AY**
6. Forms to allow for updating of election register and for nomination of trustees for the CIO will be prepared **PG**

Buildings and grounds

1. A power cut-out has occurred on one or two Thursdays and the Pilates group will be asked to ensure their electrical equipment has been PAT tested **SO**
2. Agreed the Conservatory gutter should be cleaned out again **JW/JD**

Future Events

1. JW is starting organising a May Day event (5th May) but will need help and is looking for volunteers **JW/SO**
2. A page is being added to the website to allow tickets for the Shakespeare event to be purchased using Paypal **AY**
3. Claverham Ltd must be asked for permission to use the field for the Shakespeare evening **JD**

Any Other Business

1. The rate charged to the Lions for the Beer Festival will be increased to £450 this year in line with our other alterations. GB to be advised **JW**
2. Agreed to charge the book club an hourly rate for 2 hours rather than the full session price **SO**
3. Health and Safety questionnaire received from Blood transfusion service to be completed and returned **PG**
4. PG advised he does not wish to stand as Secretary for the new CIO.

Date of next Meeting 18th February 2014 at 7.45 pm