

CLAVERHAM VILLAGE HALL

MINUTES OF MEETING HELD

18TH FEBRUARY 2014

Those present; R Ludin (Chair), J Dare, A Yearsley, P Gunn, B Evans, G Ogden, S Ogden (by invitation)

Apologies; J Williams, H Cooper

Minutes of previous meeting; Approved

Matters arising

1. CVE now have a key to the office for their key safe **GO**
2. Nim will be asked to check each morning if the shutters were closed on the bar the night before. **RL**
3. JD is working on the chair backs to arrange their fitting **JD/JW**
4. The car park signs have been ordered from Foremost Signs **PG**
5. The change of use of the Meeting Room is ongoing. The Building Control Officer has asked for more information. A fee of £122.50 will be charged **BE**
6. BE said that the information about the stacking chairs is promised **BE**
7. The BBQ has been cleaned and the burner welded on and will be kept by JW for safety. **JW**
8. Cleaning the hall chairs will begin on Friday 4th April and the new feet will be fitted at the same time. JD has been quoted £200+VAT for 1000 new inserts. **RL/JD**
9. Mike Harris will start to remove the old roof supports at beginning of March and will fit the new stair rail **JW**
10. Storage area now tidy
11. An individual has expressed interest in the Maintenance role. **JW**
12. CVE had asked to delay work on the cellar air conditioning while another quotation was obtained. Now been agreed DML can do the work at end of February. Clarification needed on quote for cold air supply. It has still to be decided whether another thermostat is necessary and whether the pump should run 24/7. BE agreed to seek advice from those involved in setting up the original system **BE/JW**
13. We are waiting to receive a quotation from Standens for the digital control of the heating system **SO**
14. Street Dancing have not yet cleared their account and are being chased **SO/PG**
15. Although MMS called 2 weeks ago the CCTV is still faulty and they will be called back **SO**

CVE Now confirmed that the freezer has been cleared

Admin

1. The automatic reply message has now been set up for emails

2. Agreed to allow Stepping Stones to use the hall for a quiz and curry night at reduced cost but a decision on hire charges for a clothes sale will be deferred to allow the committee to review the policy on reductions in hire charges.

AY

3. Agreed to meet cost of Senior Citizens Tea

PG

Treasurers Report

1. British Gas have now agreed a further reduction in their tariffs and we have renewed our contracts with them

2. AY discussing with Rowan Dartington the transfer of our investments to the new CIO

AY

Restructure sub committee

1. Claverham Ltd and Yatton Parish Council have confirmed they are happy to deal with changes to the Lease

PG

2. John Hodge say they can deal with the Lease transfer by a letter at a cost to us of £250

JW

3. Notices for the SGM and AGM have been displayed and placed in the local paper

4. It has been confirmed that as the transfer of assets is to a new charity with the same objectives it can properly be dealt with by a vote at the AGM

AY/PG

5. Because we need in future to be able to contact people it was agreed that we ask everyone to complete a Registration form for the Voting Register before an agreed date (30 June 2014) or their registration will be removed

AY/PG

Building and Grounds

1. The electricity has again tripped out while the Hall was in use and Sandra will place a log sheet on the electrical cabinet so we can see when it happens again and ask the user to have their electrical equipment checked.

SO

2 The Conservatory gutters have been cleared out

3. Agreed a path is needed to the smoking shelter and SO will raise with Claverham Ltd. AY to ask Rob Skidmore to quote

AY/SO

Health and Safety Nothing to report

Future Events

1. Agreed that a Newsletter be produced to advertise May Day and Shakespeare events as well as reminder about AGM and new Voting Register

SO

2. Tickets for Shakespeare will go on sale in early March and AY will set up a PayPal account. SO will ensure Claverham Ltd are aware and that we apply for a Special Events licence.

SO/AY

3. JW has May Day organisation in hand

JW

Any other Business

1. PG to inform Geoff Bland of increase hire charge for Beer Festival to £450

PG

2. NHS Blood Transfusion H&S form has been returned