

CLAVERHAM VILLAGE HALL
MINUTES OF MEETING HELD
18TH MARCH 2014

Those present: J. Williams, A. Yearsley, R Ludin, B Evans, J. Dare, P. Gunn, S Ogden(by invitation).

Apologies: Helen Cooper, M. Jenkinson

Minutes of previous meeting : Approved

Matters arising:

1. CVE to be asked to provide the code for the key safe **PG**
2. RL reported the bar shutters have been open on Wednesday and Thursday mornings and CVE will be asked to ensure these are closed in future **RL**
3. Chair backs will be fitted on same day chairs are cleaned **JD**
4. Car park signs now erected by Foremost
5. We are now waiting on the Building Control Officer for an inspection to confirm change of use of Meeting room. The fee has been paid and the stair hand rail fitted **BE**
6. 12 stacking chairs had been ordered for Meeting room but only 11 delivered, 1 of which was returned as faulty. A refund is being obtained but it was agreed that a further 8 chairs would be ordered so we have 20 in all **BE**
7. Hall chairs to be cleaned and repaired on 4th April **JD/JW**
8. The old roof supports have been removed by Mike Harris at a cost of £550
9. No progress has been made in finding a maintenance man and an advert will be put in the next newsletter **PG**
10. DML have now carried out their work to the cellar air conditioning but the cold air supply has still to be dealt with. **BE/JW**
11. Standens have quoted £462 inc Vat for a thermostat in the Hall and a heating programmer fitted in the office capable of having 6 different settings per day. Will also switch the present time clock to just operate hot water heater. It was agreed to accept the quotation **SO/AY**
12. Street Dancing have now paid their hire account.
13. Still waiting for MMS to correct CCTV system **SO**
14. The committee will have to consider the reductions in hire charges for approved organisations such as Stepping Stones after the AGM **JW**
15. The cost of the lease transfer has increased to £350 but we have been asked to meet the legal costs of Claverham Ltd so will amount to approx £1000 in total.
16. Registration forms are now available and being completed to enable a new voting register to be created
17. The electricity keeps tripping out and it coincides with days the Post Office operates. To try to track down the cause it was agreed to ask each hirer for PAT certificates for their electrical appliances **SO**
18. We need to find out if Claverham Ltd have views on the repair of the path to the smoking shelter. Meanwhile BE will draw up options for the work needed. **PG/BE**

18 The next Newsletter will be drafted to include references to the need for more committee members ,a new secretary and a handyman. Also mention the good work done by helpers

SO

19 The Lions have accepted the increased rent for the Beer Festival

CVE No matters raised

Admin

1. The Temporary Event Notice for the Shakespeare play has been granted.

2. The Nomination Forms for Officers and Committee members have been displayed for nominations to be made. **PG**

Treasurers Report

1 New Bank accounts are having to be opened as Santander require to charge for an account for the new CIO. Discussions in hand with Cafbank (Charities Aid Foundation) and NatWest who we hope will provide a counter service.

2 The insurers have agreed the switch to the CIO.

3. Investec notified of the change.

4. **AY** to write to CVE advising of the new Licensor **AY**

5. The original Stock Transfer forms are now to hand to allow the transfer to the CVE shares to the CIO **AY**

6. Insurers will be asked to maintain runoff cover under the D&O insurance for the former charity trustees etc. **AY**

Building and Grounds

1. 2 PIRs are not working and Mike Smith will be asked to check them as soon as possible **JW**

2. Suggested we have a list of all types of light bulbs used in the hall so a stock can be kept. **AY**

3. The manhole cover in the garden needs rebedding. PG to speak to Claverham Ltd about this in case they wish to carry out the repair otherwise BE to ask Bob Sharman to look at it **PG**

Restructure sub-committee

1. The Minutes of the Special General Meeting transferring the assets of the old Charity to the new CIO were read and approved.

Health and Safety Nothing for discussion

Future Events

1. Skittles resume in October and the alley is booked.. This will be advertised in the Newsletter **SO**

Any other business

1. Dog Training have asked for storage space for their equipment and it was agreed that no charge would be made