

**CLAVERHAM VILLAGE HALL**  
**MINUTES OF MEETING HELD**  
**15<sup>TH</sup> APRIL 2014**

**Those present;** J. Williams, J. Dare, B Evans, R Ludin, A Yearsley, P. Gunn,

**Apologies;** H. Cooper, M Jenkinson, S Ogden

**Minutes of previous meeting** Approved

**Matters Arising**

1. The code for the key safe has now been provided by CVE
2. RL will remind Bar volunteers that bar shutters must be closed each evening **RL**
3. Chairs backs and feet still have to be attended to **JD**
4. Still waiting for a response from Building Control Officer re Meeting room **BE**
4. 20 stacking chairs now provided for the meeting room
5. Graham Smith has agreed to return as maintenance man
6. Agreed to wait until later to deal with a cold air supply to the cellar. Noted that outside fan is sited too close to the wall and agreed to ask DML to fit brackets. Also agreed to get quotes to have filters cleaned regularly **JW**
7. Standens have serviced the boilers and fitted the thermostats.
8. Agreed a bigger hard drive is needed to store data from CCTV and bar area cameras need resiting. CVE to be asked to arrange **JW**
9. No electrical problems noted lately.
10. After an inspection it was agreed that BE will draw up plans for a path to the shelter and that some shrubs should be removed and replaced with chippings. **BE**
11. The buy-on-line facility for Shakespeare tickets is ready to operate **AY**
12. Noted Steve Hunt willing to stand as Secretary. PG to check if Mark Jenkinson wishes to continue. BE said he is willing to stand but wishes to drop H&S responsibilities. **PG**

**CVE** No matters raised

**Admin**

1. The Minutes of the last AGM were confirmed as accurate and will be circulated to all members **PG**
2. Agreed Committee Minutes will in future be sent to all 4 CVE Directors **PG**

**Treasurers Report**

1. Stock Transfer forms now signed.
2. Details of years accounts to 31/3/14 were circulated
3. As Investec only pay 1% interest now it was agreed an account should be opened with Monmouthshire Bldg Soc who pay 1.34%. Agreed to start with £15000, but build up later. **AY**
4. Following Restructuring, we are waiting the Lease transfer to be completed and AY will chase John Hodges. **AY**

## **Buildings and Grounds**

1. PIR's not yet seen to **JW**
2. Three of the wooden benches outside the conservatory need attention, Graham will be asked to deal with loose planks **BE**
3. One of the trees by the front entrance is leaning badly and needs attention **JD**
4. Agreed we should consider whether the electric radiator in the meeting room should be replaced **JW**

## **Health & Safety**

1. Reported that the Emergency systems have been tested and approved
2. Agreed a smoke detector should be fitted in the loft space by the meeting room. **BE**

## **Future Events**

1. May Day is in hand **JW**
2. Shakespeare event going ahead as planned