

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on 16 May 2014

Present: Andrew Yearsley, Steve Hunt, John Dare, Bob Evans, Ralph Ludin, Mary Smith, Luke Christie, Jane Dare (CVE) Sandra Ogden (observer)

New Committee members were introduced and welcomed.

Minutes of 15 April approved

Matters Arising

1. A date was set for anyone available to replace the feet on the chairs – 4pm on Friday 30th May. Anyone available please attend to help. Chairs will be inspected at the same time to see which need repairing or disposing of.
2. Re Meeting Room: Building Officer has visited and met Bob Evans. No adverse comments were made and he is now preparing paperwork.
Quote received for smoke detectors £190 for two – meeting room and meeting room storage room. Should consider Carbon Monoxide Detector also. MSS are meeting BE on Friday to discuss options.
BE
3. Graham Smith has returned as Maintenance Man but only as no other had come forward and he did not want the building to dilapidate. Effort should be made to find a replacement – JW has been in touch with an interested party. **JW**
4. Re Cold air supply to Cellar: Problem with fan – this still needs following up. **JW**
5. It was noted that the shrubbery is blocking the view of the external CCTV cameras. Shrubby needs cutting right back. **JW**
6. BE has drawn up plans for path to the shelter. LC has a landscaper friend who may be able to quote. Also get quote from the person who fitted the Defibrillator Unit. **AY, LC and BE**
7. Lease transfer from John Hodge is going through slowly. Costs involved £850.
8. May Day was a huge success. Thanks to JW and Brenda Smith, also everyone else who helped to organize and on the day.

Admin

1. Minutes should be circulated to the CVE Directors **SO**
2. **SO** raised the matter of occasional late notice given by regular users. It was agreed that SO can use discretion about charging for sessions not used but to remind regular users that 48 hours notice should be given of sessions not used. Regular hirers should be reminded of Terms and Condition. **SO**
3. Jean Watson has reported a few kitchen items disappearing at times. A suggestion was made that at the beginning of the hire period each hirer should sign an inventory to agree what items are in the cupboard. After discussion it was agreed that this would not be practical and we should just accept that items will go astray and Jean Watson can replace as she sees fit (using money raised from Country Market) **SO** to confirm with Jean

CVE

No matters raised. More volunteers are needed. LC and his friends are interested and should contact CVE c/o Gordon. AY commented that he and his partner Becky may be able to help on the party bar sometimes. **SO** to tell Gordon

Treasurer's Report

1. £10,000 has been transferred to Monmouth Building Society. This is lower than agreed as various

invoices are due to be paid, more will be transferred when possible.

2. All money has been withdrawn from Santander. HMRC will be refunding any tax due to this account, following which the account will be closed.

Buildings and Grounds

1. P.I.R no progress
2. Wooden benches outside Conservatory have been repaired. MS suggested we paint them all but it was felt this could lead to additional ongoing maintenance. Agreed to power wash one to see how it comes up. **JD**
3. More bins/ashtrays are needed in garden area. MS to get terracotta pots to be used on tables. Nim to be asked to empty the ashtrays daily. **JW**
4. BE pointed out that the end of the storeroom needs rearranging. Access to the socket for fridge and freezer is restricted. Socket in corner of store room needs making higher on the wall.
5. The new industrial vacuum cleaner needs to be stored somewhere that it can be locked up. It was suggested that a door could be put on the glass storage area. Graham will be asked to look. **MS**

Health and Safety

1. Clavertots are leaving a gate attached to the fire door. This is a trip hazard even when open. It must be taken down at the end of each use. **MS** to tell them.
2. PAT testing is due. Gardiners to be asked to carry out. Check date last done. **SO**

Future Events

1. Shakespeare Event: Temporary Event Notice has been granted. Tickets are selling slowly. Posters are up and leaflets are out. Notices will appear soon in Yatton & Congresbury Paper and North Somerset Times. Jane suggested we could ask Poppies if they want to sell coffee but it was agreed that for the small amount served we would be better to put a tray out with 'ingredients' and an honesty box.
2. 15 Year Anniversary: Andrew pointed out that it is the 15 year Anniversary of CVH this year and we should possibly hold an event to celebrate. Perhaps a Social Committee could be formed by any interested parties. Suggestion of afternoon event for children followed by early fireworks then live band and evening party.
3. Classic Car Show: Luke has involvement with a VW / Classic Car group and suggested that an event could be held in the field to include a BBQ and Bar with exhibitors showing their vehicles. More thought to be given to this. **LC**
4. If more outdoor events are to be held it may be worth getting an annual Temporary Event Notice next time.

Any Other Business

A suggestion has been received from Helen Hicks that we could host a Food Event by a famous chef. **SO** to ask her to get available dates. **SO**

Agreed that meetings will be held every 2 months going forward unless anything urgent arises. It was also stated that we need better communication between meetings where necessary.

Next Meeting: Tuesday 15th July 7.45pm