

CLAVERHAM VILLAGE HALL

Minutes of Committee meeting held on 15 July 2014

Present: Andrew Yearsley, John Dare, Bob Evans, Ralph Ludin, Mary Smith, Luke Christie, Jane Dare, John Williams

Apologies: Steve Hunt – resignation received due to ill health. Committee expressed their thanks for his contribution and wished him well for the future.

Minutes of 16 May approved

Matters Arising

1. Re Meeting Room: Additional smoke alarms installed and Fire Officer to approve before we have complete Building Control Approval **BE**
2. Graham Smith still doing maintenance and **BE** has offered assistance if two hands needed. Replacement still sought.
3. Re Cold air supply to Cellar: – this still needs following up. **JW**
4. Shrubbery needs cutting right back. **JW** to contact Claverham Ltd
5. We have a quote of £1000 to make a safe path to the smoking shelter. Approved and will go-ahead asap.
6. Lease transfer from John Hodge is now completed.

Admin

Roll fwd items 1-3 as SO on holiday

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
4. Donation received from user with thanks for the kindness and helpfulness of staff and volunteers.
5. Very insightful email received from temp cleaner, regarding security and H&S issues of the Hall. Items discussed and **CVE** and **CVH** to deal with the concerns raised.

CVE

1. There have been no further volunteers for the Bar and several shifts for the remaining of July and early August are still unmanned. **GB & GO** are sharing the difficult task of staff rotas for the bar. We discussed the possibility of the bar having to close if there was no-one to run it. This was viewed as a “slippery slope” and an urgent review was needed of how the bar is operated. The difficulty is that people don’t want to volunteer and commit to weekend work.

Treasurer's Report

1. Healthy quarter was reported.
2. Agreed to transfer £30k from Investec to Monmouthshire to distribute funds more evenly

Buildings and Grounds

1. P.I.R still needs replacing in the back store. **BE**
2. External lights at the end of the skittle alley need reconfiguring with the emergency lighting system. **BE** to get a quote to include other minor electrical work in back store.
3. Terracotta pots now used as ashtrays and Graham to be asked to dispose of old ash tray boxes. **MS**

4. The Fire Alarm was activated recently, and at the time the cause wasn't known. It was later found that a Break Glass point had been accidentally broken and the alarm couldn't be silenced because of this. It was recommended and approved that these points be replaced with plastic fronts where there is the facility to control the alarm. Further, it was observed that nobody in the Bar reacted to the alarm and this highlighted again the urgent need to underline the responsibilities of Safety Awareness to bar volunteers. A previous endeavor for staff training wasn't very successful and **BE** to propose a few paragraphs outlining areas of responsibility for Bar Volunteers. **CVE** to meet and discuss further. At this particular occasion, there was also difficulty obtaining the office key to check for fire. The Bar volunteer was unaware of what to do and that there was a Key Safe with the office key. There was difficulty obtaining the code and eventually a key holder was able to access upstairs. But even then, there was difficulty accessing all areas on the 1st floor. A Key Register needs to be compiled.
5. Fire alarms are not currently automatically connected to the Fire Emergency Service. It was discussed whether we could have our alarm company contact people in the event of the alarm going off, similar to the burglar alarm **BE**
6. We briefly discussed the merits of purchasing the land surrounding the hall and the adjacent field. Agreed to look into this further with the intention of taking to the next AGM if we think feasible.

Health and Safety

1. PAT testing is due, also Periodic Building Inspection. Before we continue with this, **MS** to investigate the North Somerset requirement for electrical safety regarding the hall as an entertainment venue.
2. First Aid requirements were discussed and many items in the boxes need renewing.
3. Induction with Nim Ludin completed – highlighting H&S and Risk Assessments etc. List of cleaning duties had not previously been issued to Nim and she was unaware of some of the jobs required. The committee will review that the list is relevant,
4. We discussed whether the hall users had sufficient information regarding H&S and Fire Emergency.

Future Events

1. 15 Year Anniversary: we need to book a date in November for a Family Open Day. **MS** Sub-committee to get quote for catering etc and **JW** to book an evening Race Night. Budget to be approved
2. Classic Car Show: **LC** review for 2015
3. **SO** to be asked to apply for an Annual Event Notice.

Any Other Business

1. Request for free hall hire approved to an original founder member of the hall.
2. Nim to be paid for opening the hall and turning off alarm when required over the weekends.
3. We need a Newsletter out soon **AY**
4. Alternative quote needed for cloakroom supplies

Next Meeting : 16 September