

# CLAVERHAM VILLAGE HALL

## Minutes of Committee meeting held on 18 November 2014

**Present:** Andrew Yearsley, John Dare, Bob Evans, Ralph Ludin, Mary Smith, John Williams, Emily Dobbs and CVE representative Gordon Ogden

**Apologies:** Luke Christie

Minutes of 16<sup>th</sup> Sep approved.

## Matters Arising

1. Re Meeting Room: Fire Officer to visit and sign off for the Building Control Approval **BE**
2. Replacement found for hall maintenance on the same terms as Graham Smith. Nick Raymond is a local man who has extensive experience and owns a small building company.
3. Shrubbery near side of hall needs cutting out and chippings to be put down instead. We will ask that the broken bollard be repaired at the same time. **BE**

### Admin

1. **MS** to talk to Jean Watson about replacing missing kitchen equipment
2. Natalie producing excellent work in the office.
3. Newsletter distributed
4. Cleaners list of duties still to be reviewed **MS**

### CVE

Gordon Ogden reported that CVE Directors have consulted with most of the bar volunteers, and are compiling a job description for the employment of a Bar Manager. That person would be required to co-ordinate the rotas and to cover for bar shifts. Bob Evans was unhappy with the consultation process and asked that CVH see the job description. There will be a special meeting to discuss further.

BE asked that there was more consideration given to the bar staffing situation before a booking was taken.

GO proposed that until further notice, the hall did not book bar extensions. We have asked that CVE compile some rules required when taking bookings, as there we appreciate that there are re restrictions on the number volunteers to cover the bar. **GO**

H&S - Gordon has completed a Method Statement into the Bar Staff Handbook relating to Fire Awareness. BE has asked that bar staff sign an acknowledgement that they have read it.

**Gordon Ogden left the meeting at this point.**

### Buildings and Grounds

1. Still to action. External lights at the end of the skittle alley need reconfiguring with the emergency lighting system. **BE** to get a quote.
2. **AY** to sort access to the office key for Bar Staff in the event of an emergency.
3. Still to action. 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** to look into whether this will have an adverse impact on the weekly resting routines. We need to also review our intruder alarm system
4. We are pursuing the idea of having a dedicated mobile phone number available for hirers to contact in the event of an emergency. **AY**
5. Conservatory is currently displaying details of the proposed housing development in Claverham
6. Youth Activities – John W has applied to North Somerset for funding to develop facilities upstairs. The request for more details has been forwarded to Jean Watson to action.
7. Clavertots have requested that the Christmas Tree lights are put on the tree before they decorate. **JW**
8. Children's Film Club has been approved but we need to check the necessary licenses **MS/BE**

### Health and Safety

1. PAT testing completed together with the periodic building inspection.

## **Admin**

1. The committed have been impressed with the quality of Natalie's work and will discuss with her, the role and responsibilities of a possible permanent contract. \*
2. A refund of meeting room fee was agreed, and hirer was to be warned that we require the contracted notice period, and that there would be no further refund if cancelled at short notice
3. Rent for CVE is to be reviewed and discussed as there has been a significant increase in our energy costs.

## **Treasurer's Report**

1. CVE donation down significantly. There are still costs to be accrued for but we are just about breaking even without CVE donations.
2. There are increases in costs for water, waste disposal and repairs.
3. **MS** to review the contracts with PHS for wash room facilities.
4. Offer to buy the land next door was turned down by owners, but **AY** and **JW** to request a further meeting in light of the recent announcement that the factory is to close.
5. Hire charges to be reviewed in the new year for effective date of 1<sup>st</sup> April 2015

## **Buildings and Grounds**

1. BE has several maintenance jobs for the new handyman to do
2. Clavertots requested permission to attach fixings to the walls in the lobby area in order to erect a safety gate. This was denied, but suggested we would permit one with pressure pads.

## **Health & Safety**

1. Fire Test Officer passed us for the half year service.
2. H&S Induction completed with Natalie

## **Future Events**

1. Open Day 22<sup>nd</sup> Nov  
Everything is on course with children's entertainers and events etc. Good response for Race Night tickets. A list of jobs to do on the day was circulated and help was offered with setting up etc.
2. Festival Players have been booked for June 19<sup>th</sup> 2015. We will discuss nearer the date whether we should consider a request to partner this with another charity.

## **AOB**

1. We refused a recent request to purchase a lighting system for the hall. This did remind us to request the return of the PA system that is located off of the premises.

## **Next Meeting 20<sup>th</sup> January 2015**

**\* the Committee have since agreed that this position be advertised on the hall's internal notice board.**