

# Claverham Village Hall

## Minutes of Committee Meeting held on 20<sup>th</sup> January 2015

**Present:** Andrew Yearsley, John Williams, Bob Evans, John Dare, Luke Christie

**Apologies:** Mary Smith, Ralph Ludin, Emily Dobbs

### Admin

1. Cleaners list of duties to be reviewed. **MS**

### CVE

1. Job Description to be read and make comments. **JW AY JD BE**
2. Rent for CVE: it was agreed that the rent will be increased from £750 to £900 per month as electricity price has increased significantly. The rent review was due in September 2014 so this increase will be back dated, next review will be September 2017. **AY**

### Treasurer's Report

1. Discussion about depreciation of Building which is a change in policy from the old charity. **AY** will discuss and agree this with accountants at year end.
2. Management accounts discussed and agreed ok.
3. Andrew has confirmed there is currently:  
Cash = £107,000  
Investments = £63,000
4. John and Andrew will be attending a meeting on 21<sup>st</sup> January 2015 with Claverham Limited to discuss buying the land next door to the hall for hall and community use.
5. Hire Charges to be reviewed for effective date of 1<sup>st</sup> April 2015 **AY**
6. Current living wage is £7.65. It has been agreed that Nim's wage will be increased to £7.20 per hour as of 1<sup>st</sup> April 2015.

### Buildings and Grounds

1. Re Meeting Room: Bob has confirmed that the Fire Officer has visited and signed off the new Building Control certificate
2. Andrew Yearsley has confirmed that the quote for removing shrubbery and laying gravel along the side of the building and replacement of the broken bollard is £875 + VAT. All agreed to accept the quote and have the work done before March.
3. Quote for changing the two external lights at the end of the skittle alley is £150 + VAT and has been agreed by all. Worked to be arranged by **BE**
4. Gordon to advise about the office key for Bar Staff in the event of an emergency **GO**
5. BE contacted the alarm company and has said that it would be £20 extra for monitoring. **BE** to get a proper quote from company.

6. Youth Activities – Mary, Andrew and John met with Deirdre from the Council. She is going to do some work on a proposal before March meeting. Made clear that committee do not want to take on day to day aspects of this project but will have final say in decisions.
7. BE has looked into the North Somerset licensing and we are licensed to show films any day excluding Sundays. It was raised that we possibly cannot show home use DVDs. **MS / BE** to investigate.
8. Clavertots request to attach fixings to the walls in the lobby in order for them to erect a safety gate. Denied but was discussed we would permit one with pressure pads. **MS**
9. Waste Disposal: Quote from another company of £130 incl VAT. Currently costs us around £200 with Veolia. Current Contract with Veolia expires in April. **AY** to contact new company
10. Parking: Following a disagreement between hall users for one of the Wakes BE suggests a yellow hatch box is to be put in front of the building from the bike rack to the Defibrillator to stop people parking there and double yellow lines down the side of the hall outside of the hall fire exits. **JW** and **BE** to find and contact a company.
11. Bar staff verbally abused by a member from the Sequence Dancers following a parking disagreement. **JW** to find out facts and then to be discussed further.
12. School drop off and pick up times: School to be made aware that parents cannot use the car park when there is a wake on in the hall. **NO**

## Partnership Applications

1. It has been discussed, following a partnership application from Stepping Stones re 8<sup>th</sup> November, that other groups such as Clavertots should possibly have a discounted rate as these are non-profit organisations and are set up for the residents. A sub-meeting will be organised to discuss this further and then brought to the next committee meeting. **AY JW MS LC**
2. Stepping Stones application for partnership to be discussed at sub-meeting.

## Health and Safety

1. Clavertots have requested a new storage area in the store room to make it safer for everyone. Mary Smith has agreed but would like the new storage area health and safety checked. Bob Evans suggested that before the storage area is bought the committee are able to look at it online to make sure it will be ok. A Health and Safety check will then take place if approved. **MS and BE**
2. Office door is a fire door but doesn't completely close. **JW**

## Future Events

1. Festival Players: Proposal from Jane Dare to advertise the event to more people to increase ticket sales. It has been suggested that partners such as Clavertots, Stepping Stones and possibly the School's PTA are asked to help on big events to create a bigger awareness for the events. They would then have 50% of all profits made. The partners would take it in turns to help organise the events taking place. Personal approach to be taken talking to Emily Dobbs, Laura Ferris and the PTA. **John D/JW/Jane D**

## AGM

1. A date has been placed for this years AGM – 4<sup>th</sup> September 2015