

Claverham Village Hall

Minutes of Committee Meeting held on 19th May 2015

Present: Andrew Yearsley, Bob Evans, John Dare, Luke Christie, Mary Smith, Geoff Bland (CVE), Emily Dobbs

Apologies: John Williams

Minutes of the meeting 17th March 2015 were read.

It was agreed there were some minor amendments required. **MS**

Admin

1. Invoices are being issued at the beginning of each month and hirers will have within 14 days to make the payment. Mary Smith has offered to help chase debts from hirers. It was agreed to write off a bad debt (AT) of £66 from July 2014 as there had been no response to our letters and calls.

Partnership Applications

1. Beer Festival: **NO** to work out how much the total costing is for their hire of that weekend.

CVE

1. **GB JW** advise that the word is getting around about the offer of paid weekend bar work for those that have previously offered their services for free.
2. It was a successful May Day and about £1600 taken over the bar, and a profit of £660 was made from the events held.
3. Bob said the Cribb Presentation was successful and everyone had a good evening.

Treasurers Report

1. **AY** had finished the draft year end accounts. Income was slightly down and equated to about £7500 less donation from CVE. There was an increase in rent from CVE. There were several "one off" expenses for Buildings and Grounds this year that needed to be done and couldn't be capitalised. The hall is not quite paying its own way but we're fortunate that we can operate as well as we do because of CVE donations.
2. Investments are £66k Cash £125K. The deficit over the year of £8500 is mainly due to the change in Depreciation Policy
3. The committee thanked AY for his hard work.

Buildings and Grounds

1. Gordon to advise about the office key for Bar Staff in the event of an emergency **GO/GB**
2. BE contacted the alarm company and has said that it would be £20 extra for fire alarm monitoring. **BE** to get proper confirmation from company.
3. Clavertots still to put up their safety gate and shelves. ED has requested that the Maypole be stored away as it's a hazard in the storage area. **BE**
4. Parking: The yellow hatch box and yellow lines down the side of the hall to be completed as soon as the contractor can do it. **BE/JW**
5. The wall at the entrance has been knocked down twice recently and we need to decide whether to rebuild to the original size. **JW** to speak to the factory to ask.
6. The large stone at the end of the pedestrian footpath from the main road has been hit by a car, but it will remain as it is, as it protects the right of way for pedestrians.

7. The boilers have passed the annual safety check, but their inefficiency was noted by the plumbing engineer. **BE** has requested a report from the heating company.
8. The contract for washroom facilities has been renewed with PHS at a saving of 28% on the previous cost.
9. There's a light in the back store that needs changing, and as Graham Smith isn't able to continue with changing lights anymore, **JW** will deal.
10. An architect has surveyed the upstairs store for the proposed Youth Provision and **JW** to progress.
11. Clavertots advised that there have been several occasions that the kitchen has been locked. Nim to be advised **RL**

Health and Safety

1. Office door is a fire door but doesn't completely close. **JW** to put on list
2. **JD** to fix Table Tennis table
3. The oil drum has been moved to a safer location but is still unsightly and left near the doors.
4. Mary's lights from Christmas tree have been broken. She has been told to buy some replacements and also to buy some for the hall which will be refunded. **MS**
5. BE advised that door wedges should not be used to prop open fire doors.

Future Events

1. Festival Players: local advertising done and banner prepared. It was agreed that next year the committee would involve more partner organisations, earlier in the advertising and organising.
2. **LC** has advised that progress for the Car Show is still active.
3. Its not known if **RL** has sorted out the new Skittles Board
4. Youth Activities – although the committee feels this is a very worth while cause, we require more information before we can progress with the request from DB to access CVH Facebook Page. We will request a meeting with the Youth Provision committee asap. **MS/JW**

AOB

1. A request from a local family has been received asking if they can plant a tree on the hall grounds in memory of their recently deceased family member. As the grounds are owned by the factory, it was thought a bench, to replace the one at the front, might be more appropriate. **JW** to speak to the family.
2. We discussed whether to have more Special Community Events – like celebrating the Hall's Birthday – more often during the year. This would promote the hall and Bar.
3. There's only one more meeting before the AGM, and we need to actively promote for new volunteers to apply for the committee.

Next Meeting 14th July at 19:45