

Claverham Village Hall
Committee Meeting
DATE Tuesday 17th November 2015

Description	Details	Point to be actioned by;
Present	Andrew Yearsley (AY) Emily Dobbs (ED) Helen Hicks (HH) Bob Evans (BE) Geoff Bland (GB) Sarah Hook (SH)	
Apologies	John Williams (JW) Ralph Ludin (RL) John Dare (JD) Luke Christie (LC) Natalie Ogden (NO)	
Youth Club Representatives	<p>This section of the meeting was attended by Kate Wisniewski (KW) and Deidre Brunton (DB) who represent the Claverham Youth Club Committee.</p> <p>KW and DB presented their case to create a Youth Hub in the attic space above the current storage area.</p> <p>AY advised them that CVH support the idea in principle and that space can be made available for the venture. However, the Hub must be self contained, and that space and facilities must not be taken away from existing hall users. Any development outside the existing footprint of the building would require additional agreement from Claverham Ltd, as well as usual planning and building regs.</p> <p>KW expressed concern that the additional costs in arranging separate and disabled access as well as toilet facilities may push the costs beyond what they deem possible.</p> <p>KW and DB to consider possible options and to come back with a more detailed plan.</p>	<p>KW DB</p>
Minutes of last Meeting and Matters Arising	<p>Minutes of 28th July 2015 were duly approved</p> <p>Action Points outstanding from previous meeting:</p> <ul style="list-style-type: none"> • Kitchen Urn has been replaced – broken one to be disposed • Tap in ladies toilets still not switching off properly 	<p>BE Maintenance Man</p>

Signed:

Date:

	<ul style="list-style-type: none"> • Oil drum to be moved and emptied • Toilet Seat in Disabled access toilet broken • Light bulbs need replacing • Skittles Board to be updated <ul style="list-style-type: none"> • Gordon to be advised about emergency office key for bar staff • BE awaiting fire alarm monitoring to be installed • Yellow hatching quotes required for car park 	JW Maintenance Man Maintenance Man RL (BE to take over this item) GO / GB BE BE / JW
CVE	Committee agreed to officially bar Paul Penson for 12 months with a view to reconsider after this period. He will be banned from entire premises. Both CVE and CVH in agreement. Letter to be sent to Mr Penson.	GB
Admin	No issues. SH still in training with some aspects of the role.	
Treasurers Report	AY – Account currently showing a £17k surplus but insurance will be deducted shortly. BE – advised that date was incorrect on report. We are averaging about £720 pcm income (excl CVE income). We are running about £67pw in debt. Need to increase hires, which can now be managed as CVE staff are now being paid for these shifts. AY – Approx £20k in account. Need to move some money into a different account in order to remain under FSCS account protection limit New accounting software required. AY has sourced some for £50 per year. Additional payroll package can be added for £6pm. Committee agreed that they change to this new system	AY AY
Building and Grounds	ED – Hirers are taking Clavertots toys without permission and leaving them in a poor state. SH agreed to amend hire agreements to advise children’s parties that toys must not be used unless paid for and should be returned in good order, and that only tables, chairs and cleaning equipment are to be used.	SH

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	BE – Will look at putting a lock on the storage area door. Can be left with Main key in Keysafe ED – Small Henry vacuum falling apart	BE Maintenance Man
Health and Safety	SH – PAT testing on electrical equipment has not been done for over a yr. To check with “Gardiners” when it is required HH agreed to be the Health & Safety co-ordinator.	SH HH
Future events	Blood Donors, Festival Players, May Day and other events all in diary Christmas tree and decorations to be put up	JW
AOB	No Issues raised	
	Next Meeting Tuesday 19th January 2016	

Signed:

Date: