

Claverham Village Hall
Committee Meeting - Minutes
Tuesday 17th May 2016

Description	Details	Point to be actioned by;
Present	John Williams (JW) Andrew Yearsley (AY) Helen Hicks (HH) Bob Evans (BE) Sarah Hook (SH) Emily Dobbs (ED) Geoff Bland (GB)	
Apologies	Luke Christie (LC) John Dare (JD) Jane Dare (JaD) Dave Stanley (DS) Gordon Ogden (GO)	
Minutes of last Meeting and Matters Arising	Minutes of 15 th March 2016 were duly approved Action Points outstanding from previous meeting: <ul style="list-style-type: none"> • BE awaiting fire alarm monitoring to be installed • Following PAT testing some plug sockets will need replacing in the Board Room • Replacement DPS for CVE - on going • Reflective strip to be placed on new bollards • JW to check Boiler quotes against each other • BE to arrange with Mary Smith to complete Fire Safety report. • SH requires a list of people willing to do Sticking Up for Skittles Nights if asked. 	BE JW - BE JW BE BE will get a list for SH
CVE	GB concerned that sales and profit are decreasing due to increased overheads. SH and JW to book up entertainment for Saturday nights over Sept, Oct and Nov and to do some promotion SH to promote the bar being open on Sunday Afternoons to any parties that are booked.	SH & JW SH
Admin	Committee agreed that a charge of £50.00 to be made for lost keys. SH to update Terms and Conditions on Hire Agreements regarding lost keys. SH also to check the key register is up to date	SH SH

Signed:

Date:

Admin cont ...	<p>GB requested that SH take over clerk duties for CVE. Committee agreed to this.</p> <p>AY to arrange a second licence for the accounting package for CVE to switch to the same as CVH. Switch to take place at the end of August 2016.</p>	<p>GB to retrain SH at a time TBC</p> <p>AY and GB</p>
Treasurers Report	<p>May Day event raised £373.79. A good result considering the poor weather on the day.</p> <p>AY presented the end of year accounts to the committee.</p> <p>AY investigating cheaper alternatives for having the accounts audited and signed off.</p> <p>AY will be closing the Investec account and redistribute the funds into other accounts.</p>	<p>AY</p> <p>AY</p>
Building and Grounds	<p>SH raised the point that some hirers had mentioned that the kitchen was looking tired and may be overdue a refit. JW agreed that it may be possible to update the counter tops and doors without having to replace the cabinets.</p> <p>BE Raised the matter of the mess that Nim had to clean up after the May Day event (due to poor weather). Committee agreed to make an additional payment for her hard work.</p> <p>SH raised issue from Jean Watson that there has been insufficient hot water recently and the Senior Citizen Lunches. AY and JW said that this would be resolved when boilers are replaced.</p>	<p>JW</p> <p>SH</p>
Health and Safety	Standens coming to hall on 20 th May to do Gas Safety Check. BE to be in attendance.	
Future events	<p>Newsletter to be created to promote live events in the bar through Sept – Nov.</p> <p>Shakespeare - steady stream of ticket sales already. Much earlier than usual. Sales for this event traditionally increase closer to the event date.</p> <p>Beer Festival – SH to promote on Facebook with approval of Yeo Valley Lions.</p>	<p>ED</p> <p>SH</p>

Signed:

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Future events <i>cont ...</i>	Burgers left over from May Day. JW will arrange an event to sell them off. Possibly a BBQ night for the bar.	JW
AOB	Problem with Clavertots exiting when the Post Office lady not onsite. Alternative arrangements discussed and agreed with ED. <i>AGM provisionally booked for WEDNESDAY 12th OCTOBER 2016</i>	
	Next Meeting Tuesday 19th July 2016	

Signed:

Date: