

**Claverham Village Hall**  
**Committee Meeting - Minutes**  
Tuesday 30<sup>th</sup> August 2016

Description	Details	Point to be actioned by;
Present	Andrew Yearsley (AY) Helen Hicks (HH) Bob Evans (BE) Gordon Ogden (GO)	
Apologies	Luke Christie (LC) John Dare (JD) Sarah Hook (SH) John Williams (JW) Emily Dobbs (ED)	
Minutes of last Meeting and Matters Arising	Minutes of 17 <sup>th</sup> May 2016 were duly approved  Action Points outstanding from previous meeting: <ul style="list-style-type: none"> <li>• <b>BE</b> awaiting fire alarm monitoring to be installed</li> <li>• Following PAT testing some plug sockets will need replacing in the Board Room</li> <li>• Replacement DPS for CVE</li> <li>• <b>BE</b> to arrange with Mary Smith to complete Fire Safety report.</li> <li>• Booking entertainment for Oct &amp; Nov</li> <li>• <b>SH</b> to take over CVE admin</li> <li>• 2<sup>nd</sup> licence required for accounting package</li> <li>• Potential refit of kitchen</li> </ul>	<b>BE</b> <b>JW</b> - <b>BE</b> <b>JW &amp; SH</b> <b>GB &amp; SH</b> <b>AY &amp; GB</b> <b>JW</b>
CVE	<ul style="list-style-type: none"> <li>• Glass washer needs replacement</li> <li>• Turnover down £12k in past 11 months and profits down £10k compared to same period last yr.</li> <li>• Check if insurance covers payment of staff at renewal date</li> </ul>	<b>AY</b>
Admin	<ul style="list-style-type: none"> <li>• Café proposal received from Heather Bebbington – idea discussed and shelved due to difficulties accessing the appropriate areas of the hall. Correspondence to be sent to proposer</li> <li>• Update noticeboard outside kitchen</li> </ul>	<b>SH</b> <b>SH</b>

Signed:

Date:

Treasurers Report	<ul style="list-style-type: none"> <li>• CAF now charging £5.00 per month. This is typical of most new accounts no need to change</li> <li>• Reserves policy now required for statutory accounts. Agreed that 25% of insurance value of building for future costs of maintaining / refurbishing the building.</li> </ul>	<b>AY</b>
Building and Grounds	<ul style="list-style-type: none"> <li>• Need updated plan of building and grounds</li> <li>• Hedge and shrubs around building need trimming</li> </ul>	<b>BE</b> <b>JW</b>
Health and Safety		
Future events	<p>Advertising required for Saturday night music</p> <p>Shakespeare for 2017 discussed and agrees that we need a new approach to this so as to raise more funds for the partnering groups as this year only around £50 surplus was made mainly due to advertising costs. Approach clavertots and stepping stones to see if they want to jointly arrange.</p>	<b>SH</b> <b>HH/SH</b>
AOB	<b><i>AGM booked for WEDNESDAY 12<sup>th</sup> OCTOBER 2016</i></b>	
	<b>Next Meeting Tuesday 15<sup>th</sup> November 2016</b>	

Signed:

Date: