

Claverham Village Hall
Committee Meeting - Minutes
Tuesday 15th November 2016

Description	Details	Point to be actioned by;
Present	Helen Hicks (HH), Emily Dobbs (ED), Dan Durie (DD), John Dare (JD), Bob Evans (BE), John Williams (JW), Andrew Yearsley (AY), Natasha Passell (NP), Sarah Hook (SH)	
Apologies	Deidre Brunton (DB), Geoff Bland (GB), Jane Dare (JaD), Dave Stanley (DS), Gordon Ogden (GO)	
Proposal from Heather Bebbington regarding onsite Café.	<p>Heather and Yvonne attended the meeting and set out their proposal to open and run a café on the CVH site. They have received much support from the local community who feel that since the local café closed that there is a community hub missing in the village. Heather proposes to set aside a small area of the hall to provide hot drinks and cakes. She anticipates opening Mon – Fri for a few hours a day (probably mornings).</p> <p>Overall the committee felt that they would like to support this venture and will look into the possibility for setting aside an area for such a use. BE will measure up the area, and JW and BE will consult with Heather and a kitchen installer to discuss needs and costs for this venture.</p>	JW & BE
Minutes of last Meeting and Matters Arising	<p>Minutes of 30th August 2016 were duly approved</p> <p>Action Points outstanding from previous meeting:</p> <ul style="list-style-type: none"> • BE awaiting fire alarm monitoring to be installed <i>Chased by BE</i> • Following PAT testing some plug sockets will need replacing in the Board Room <i>Coming 16/11</i> • BE to arrange with Mary Smith to complete Fire Safety report. <i>In Progress</i> • SH to take over CVE admin <i>Date TBA</i> • 2nd licence required for accounting package <i>In Progress</i> • Potential refit of kitchen <i>Changed to facelift rather than refit</i> • Hedge and shrubs around building need trimming <i>In Progress</i> 	BE JW BE & Mary Smith GB & SH AY & GB JW JW

Signed:

Date:

CVE	<ul style="list-style-type: none"> No one present from CVE board. 	
Admin	<ul style="list-style-type: none"> SH is concerned that many Hire Agreements are not signed and returned and would like to make changes to contract which clarify that any payments made in respect of a hire agreement constitute an acceptance of the Terms and Conditions of the Hire. Agreed No date yet received from CVE regarding 2017 staff party. 	SH
Treasurers Report	<ul style="list-style-type: none"> AY has found a 12-month fixed-rate savings account which provides 1.3% interest. He will transfer £15k if the board agree. Agreed Current account balance £23k at present No CVE donations this year which is evidence of the drop in takings at the bar. 	AY
Building and Grounds	<ul style="list-style-type: none"> BE feels that the lighting in the hall is inadequate for the uses of the hall. It is either too bright or too dim. JW agreed and suggests that we have a survey done to decide the needs and the solution with a specialised lighting expert. HH also advised that the external lighting of the grounds is sufficient. SH to find appropriate companies and arrange meeting with BE and JW. SH discovered that unknown persons have been switching off the heaters and radiators in the hall. JW to try and stop this from reoccurring. 	SH, BE & JW JW
Health and Safety	<ul style="list-style-type: none"> Request sent to SH that the skittle alley sides be numbered / letters in order that they can be inserted correctly when removed. 	SH
Future events	<ul style="list-style-type: none"> Saturday night music events to continue in the New Year (from Feb). Clavertots and Stepping Stones have agreed to jointly coordinate the Shakespeare 2017 play. SH to set up a meeting so that roles, responsibilities and rewards can be discussed. 	SH & JW NP/SH
Any Other Business	Committee agreed to increase the wages of the clerk to £11ph in line with local market rates for similar roles.	

Next Meeting Tuesday 17th January 2017

Signed:

Date: