

Claverham Village Hall
Committee Meeting - Minutes
Tuesday 31st January 2017

Description	Details	Point to be actioned by;
Present	Helen Hicks (HH), Emily Dobbs (ED), Dan Durie (DD), Bob Evans (BE), John Williams (JW), Andrew Yearsley (AY), Natasha Passell (NP), Deidre Brunton (DB), Geoff Bland (GB), Jane Dare (JaD), Sarah Hook (SH)	
Apologies	Dave Stanley (DS), Gordon Ogden (GO), John Dare (JD)	
Minutes of last Meeting and Matters Arising	<p>Minutes of 15th November 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>Ongoing</i> • BE to arrange with Mary Smith to complete Fire Safety report. <i>In Progress</i> • SH to take over CVE admin <i>Starting 9th Feb 2017</i> • Hedge and shrubs around building need trimming. <i>Ground Control booked</i> • CVE 2017 staff party. <i>Possibility of a curry night. In progress</i> • Lighting in Hall <i>BE in negotiations with lighting designer</i> • Saturday night music events to continue in 2017 <i>JW & GB want to continue. TBA</i> • <i>Shakespeare play – Court de Wyck PTA would like to help.</i> 	<p>BE BE & Mary Smith GB & SH JW JW & GB</p> <p>BE JW, GB & SH SH, JaD & Mary Smith to liaise with CDW PTA</p>
CVE	<ul style="list-style-type: none"> • JaD and GB attended as representatives of CVE. They felt that, in line with other regular users of CVH, CVE board members should be entitled to sit on the Committee Board for CVH. AY to obtain advice as to whether this is legally acceptable considering the CIO status of CVH and to advise CVE accordingly. • JaD and SH raised the query as to whether the Temporary Event Notice for the May Day and Shakespeare Evening might be altered to include a beer / pimms tent in the field. As the field is not part of the licensed premises, a separate license would be required. SH to contact Claverham Limited and NSCD to check viability of this idea. 	<p>AY</p> <p>SH</p>

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	<ul style="list-style-type: none"> 2 Burglaries have taken place within the last 2 months. The latest was on 18th January 2017. Damage done (see Buildings and Grounds section) but nothing of value taken. CCTV images passed to the police 	
Admin	<ul style="list-style-type: none"> GB proposed to amend the cleaners schedule to better define the work and requirements. Passed to board members for their consideration. The outreach Post Office has reduced its hours due to the resignation of Rachel who was running the PO at Claverham. New times will be 9-12 on Mon and Weds until further notice. 	ALL
Treasurers Report	<ul style="list-style-type: none"> See attached report from AY. Rowan Dartington are increasing their fees for our current investment portfolio but AY proposed that it is moved to a "non-advised" platform as we do not currently make use of the advice that the current platform offers. Agreed 	AY
Building and Grounds	<ul style="list-style-type: none"> Damage caused by the burglary includes the destruction of the shutter covering the optics in the bar, and of the door between the bar and sluice room. GB has obtained a quote for £396+VAT to replace the door but this does not include the lock. AY advised that this info is approved by the insurers before continuing. GB to deal. BE felt that the shutter damage could be avoided in the future if it is left unlocked and is closed only for atheistic purposes. BE and GB to look at new shutter options. BE to arrange for contractors to re-assess security for both conservatory fire exit and main front doors. GB has spoken to our security company and they will add call-out cover to our policy for an additional £45 per call out. Request for CVH and CVE to agree this Agreed JW raised the issue that some areas of the hall are in need of redecoration BE to make a schedule of works to be undertaken. AY requested that the lights in the office be improved. Still awaiting confirmation of what will happen to the May Field when Claverham Limited vacate their site. JW has been in touch with senior managers of the company and is waiting to hear back from them. 	GB BE & GB BE GB BE JW
Health and Safety	<ul style="list-style-type: none"> No matters raised 	
Future events	<ul style="list-style-type: none"> May Day – Booked for Mon 1st May. SH to contact Claverham Limited regarding field and to whether we could arrange a licence to sell alcohol on the field. Shakespeare. Booked for 9th June. Court De Wyck PTA would like to help for a share in the profit. AY requested a budget list for advertising and JaD and SH will arrange meetings with interested 	SH SH & JaD

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	parties to sort out duties and responsibilities. AY also requires details of what the up-front cost is before deciding whether to do 70/30 split or pay in full.	
Any Other Business	Poppies Café at Claverham Hall is due to be open from 27 th February 2017. The coffee machine has been installed and Heather will be running the venture from the Skittle Alley and will be making use of the Kitchen, Skittle Alley and Conservatory. Opening hours are currently expected to be Mon – Fri from 8.30 until 12.30pm. Hire cost of facilities has been agreed as £20.00 per day with a review after 3 months.	

Next Meeting Tuesday 21st March 2017

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