

**Claverham Village Hall**  
**Committee Meeting - Minutes**  
Tuesday 17<sup>th</sup> July 2018

Description	Details	Point to be actioned by;
<b>Present</b>	Bob Evans (BE) Sarah Hook (SH) , John Dare (JD), Emily Dobbs (ED) John Williams (JW) Kay Dowling (KD) Dan Durie (DD) Helen Hicks (HH)	
<b>Apologies</b>	Andrew Yearsley (AY)	
<b>Minutes of last Meeting and Matters Arising</b>	<p>Minutes of 17<sup>th</sup> April 2018 were duly approved</p> <p>Action Points outstanding from previous meeting:</p> <ul style="list-style-type: none"> <li>• Lighting in Hall <b>Mike Smith co-ordinating a plan within the week</b></li> <li>• Some areas of hall in need of redecoration. <b>Contractors have not been coming back to agree job. JW appealed for new suppliers to contact. SH and HH may know people to help</b></li> <li>• Member of CVH committee to sit on CVE committee. <b>Awaiting CVE committee Meeting</b></li> <li>• Mayfield, car park and lease – <b>Ongoing discussions with developers</b></li> <li>• Outstanding Money from hirer – <b>Small Claim in process</b></li> <li>• Repair to conservatory roof – <b>BE and JW liaising with roofing company.</b></li> <li>• Pool Table repair – <b>SH spoke to Geoff Bland who is sorting this</b></li> <li>• Breakdown of May Day Costs required</li> </ul>	<p>BE</p> <p>JW &amp; BE / SH &amp; HH DD &amp; CVE</p> <p>AY, JW, &amp; BE AY &amp; SH BE &amp; JW</p> <p>JW</p>
<b>CVE</b>	No members of CVE board were present at this meeting.	
<b>Admin</b>	<ul style="list-style-type: none"> <li>• Festival Players was a success. Sales up on 2017. Thank you to the PTA at Court de Wyck School for taking over the running of this event. Payment of the profits will be sent to the PTA as soon as possible.</li> <li>• Wendy Martin (Cleaner) is away for a month. Kirsty Barnes has been booked to provide cover cleaning for weekdays and JW has arranged for Su Dewberry to cover weekend party cleans and openings. SH to organise schedules and keys to all parties.</li> <li>• SH is on holiday for a week in August. Natalie Ogden has been booked to supply office cover for</li> </ul>	<p>SH</p> <p>SH</p>

	<p>this period. SH to arrange handover</p>	
<b>Treasurers Report</b>	<ul style="list-style-type: none"> <li>• See attached report from AY.</li> </ul> <p><i>Notes from Andrew:</i></p> <ul style="list-style-type: none"> <li>• April has higher income due to deferred income from the prior year being realised in the first month. The average income will come down the further we get through the year.</li> <li>• Special Events, still waiting for May Day cost breakdown. Shakespeare costs will be shown in July when Payments are made.</li> <li>• Electricity and Gas higher due to price increases and an error with the rate of VAT which has now been resolved.</li> <li>• June waste disposal includes annual PHS cost</li> <li>• Fixtures and Fittings additional is tables and chairs for hall</li> <li>• Hirer has still not paid outstanding invoices and we have now raised a CCJ against her.</li> </ul>	
<b>Building and Grounds</b>	<ul style="list-style-type: none"> <li>• A wasps' nest was recently discovered in a vent for the Skittle Alley. Thankfully the insects were not coming unto the building. SH arranged removal.</li> <li>• SH requested permission to purchase noticeboards for office. <b>Permission granted</b></li> <li>• Poppies Coffee Shop have been using the bar area during the recent hot weather as it is more comfortable in there. They are now requesting that they be able to use this room permanently, swapping it for use of the Skittle Alley. <b>Committee grants permission for Poppies to use this area going forward.</b></li> </ul>	
<b>Health and Safety</b>	<p><i>No Issues Raised</i></p>	
<b>Future events</b>	<ul style="list-style-type: none"> <li>• AGM date set as 10<sup>th</sup> October 2018. List of nominations for board set up on noticeboard. SH to put up voting slips, advertise meeting etc</li> <li>• JW wants to book another band night. To liaise with SH to decide dates.</li> <li>• SH raised issue of Staff (Christmas) Party. JW advised that this is a CVE decision</li> <li>• Tea &amp; Entertainment (4<sup>th</sup> Aug). KD has taken on the role of running this event following Jean Watson's decision to step down. She has a number of people assisting. She requested that a bursary be granted for £150 in advance of the event in order to pay contributors as they went rather than claiming compensation. All receipts would be provided to give full accounts of expenditure. <b>Committee voted and agreed to this payment.</b> SH to contact AY and KD regarding payment</li> </ul>	<p>SH SH &amp; JW</p> <p>SH, AY, KD</p>

**Any Other Business**

- KD queried whether there should be someone who coordinated all the volunteers (all, not just bar staff). The role would include advertising for volunteers, sorting rotas, dealing with training and making volunteers feel valued. The committee agreed that it was a worthy cause but cannot see how it can be achieved. It would need someone with enough time, energy and knowledge to bring it together as one role. Unless someone feels they can take on this enterprise it will continue to be split amongst people.
- Sunday afternoon openings can no longer be guaranteed. Low turnout between 3-7pm means that it is an unpopular shift to fill. As such, we will continue to open only if there is a function or if volunteers can be found to open up. As such there will be ad hoc opening between these times.

**Next Meetings:**

**AGM Meeting: Wednesday 10<sup>th</sup> October 2018 – Conservatory - 7.30pm**

**Committee Meeting: Tuesday 17<sup>th</sup> July 2018 – Meeting Room – 7.45pm**