

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on 11 January 2007

Present: Chris Olive, Mark Jenkinson, Jean Watson, Andrew Pope, Barry Sullivan, Kath Panes, Bryan Mellor, Steve Hunt, Brenda Smith, John Bowhay

Apologies: Tandy Burdge,

Minutes of last meeting: An omission in the hire charges was noted. The Meeting Room will cost £10.00 per session – (a session being a morning, and afternoon or an evening)

Matters Arising: From the hire costs – it was agreed to pay a cleaner £10.00 to come in on a Sunday morning to wash the hall floor after a party on a Saturday evening where the hirer had agreed to tidy up themselves. This is following comments about sticky floors as hirers have no access to washing equipment. This agreement will be monitored.

Youth Worker – JW had not heard anything from the youth worker since December, she will follow it up.

Locks and keys – BSu was still waiting for these to be delivered.

Stepping Stones venture – BM had spoken to Claverham Ltd again and was told the company still had no plans to sell the field. It was agreed to close this plan now.

List of Tradespeople – BSu and BM had not been able to meet to complete this – it will be done before next meeting.

KP had written to PC Bibbings regarding the vandalism but not sent a list of key holders. Clarification was sought as to the order in which the list should be completed.

It was confirmed that private parties will not be allowed to smoke in the hall under the new legislation.

Budgets and Planning

AP raised the issue of marketing the hall more efficiently and the need to have some idea of forward planning regarding expenditure. The 10 year plan drawn up by previous committees was often referred to but not really taken seriously in terms of organised planning. Now we have sub committees it was agreed that it would be beneficial to have an idea of the amount of money available for developments and on going maintenance and repair for all equipment etc. This was accepted as a positive move. BM will draw up a spreadsheet of actual expenditure over the last 3 years and will draft a proposed budget sheet for the coming year. Meanwhile, the sub committees would draw up a 'wish list' which will form the basis of a strategic plan. It was agreed that this item would be discussed next meeting in some detail. It was agreed to add a third sub committee to involve Maintenance. KP to draw up Terms of Reference for this. Membership of the other groups was amended to share the work more fairly as follows:
Developing the Community – BS, AP, SH, TB

Respect – KP, JW

Maintenance – MJ BSu, BM

CO will not have a place on any committee but will 'oversee' all of them.

It was agreed to employ a cleaner to wash the hall floor after parties who cleaned up after themselves but did not have access to floor washing equipment. This would only be enforced when the hirer had not paid for a full clean. The sum of £10.00 was agreed, to be taken from petty cash.

Cancellation Policy

There was growing concern over the late cancellation of parties and the effect this has on the taking of bookings. Although this happens rarely, when it does there is a knock on effect for many including the bar staff who have been approached to cover the evening not to mention the fact that once a booking has been entered in the diary in good faith other enquiries for that date are advised of the previous booking. It was agreed that the current policy is appropriate but needs to be enforced. A deposit is to be paid immediately on booking with the rest of the cost paid 30 days before the event is due to take place. Until the deposit is received the event is only a possible booking and after 2 weeks can be re booked if necessary. The deposit is non-refundable in the event of a cancellation.

Sub Committee Reports.

Respect – the office is in the process of being updated, a new telephone is in place, backed up by battery power to stop messages being deleted following any electrical power surge.

Cupboards have been purchased which can be locked. The oven in the kitchen has been cleaned.

Developing the Community – the monthly quiz and the film night will be advertised more widely. May Day celebrations are in hand with some displays already booked. We need to start advertising the event and inviting young people to take part and get involved. Maypole dancing was discussed but at present there is a lack of suitable ‘teachers’. This will be looked into.

Financial Update

BM tabled this month’s accounts.

AOB

JW – outdoor smoking facility needs to be arranged ready for the ban in July

BS – asked for the bar to be open all day on May Day – JB agreed

There was a new chairman of Clavertots who would need a key.

The meeting closed at 10.30