

# Claverham Village Hall

## Executive Committee Meeting

Minutes of the meeting held on October 11 2007

**Present:** Mark Jenkinson, Jean Watson, Andrew Pope, (chair) Brenda Smith, Barry Sullivan, Kath Panes, Mike Burdge, Steve Hunt, Bryan Mellor

**Apologies:** Becca Pope, Clavertots

**Visitors:** Helen Burnett, Dave Stanley

AP started the meeting by reminding everyone that we were all working in the best interests of the charity, there were no licencees present only committee members, that personal prejudices should be left behind and that we should all respect each other. He gave his description of the roles of chairman, secretary and treasurer and commented that a lot of good work was being done in the hall, that people were interested in what was happening and that we should put arguments of the past out of the way and not work to undermine everyone. He then circulated an alternative set of minutes and stated that there had been a difference of opinion between him and the secretary regarding the previous meeting. Discussion followed over the difference between the two sets and it was agreed that as the secretary made the notes at the time, those should be the minutes that were discussed. It was therefore agreed to use the secretary's minutes.

**Minutes from previous meeting:** Agreed as a correct record

### **Matters Arising:**

Smoking shelter – Solving this issue was proving to be difficult. The latest idea had not come to fruition and it was agreed to incorporate garden furniture/plant support into this facility. It was agreed that the Maintenance sub committee would put this in place.

Respect sub committee – asked for approval to pay £21.99 per month for BT Broadband connection – it was suggested that this would exclude VAT, this was agreed. **KP to action.** The sub committee arranged to meet next week to explore details of updating the web site for booking information etc.

Maintenance sub committee – meeting had taken place with 3 villagers not previously involved in the hall and a colour scheme for the bar had been agreed – light green and beige to be started at the end of November. This had been agreed with the bar company. The new heating system had been installed in the hall and was running well.

Developing the Community – Against the Grain had been booked for 3 November. Although this would clash with another function in Cleeve it was felt that the 2 events could both be viable. Everyone was given 10 tickets to sell – unsold ones to be returned to Helen Burnett in good time to sell on. A New Year's Eve function was discussed – it was suggested that entertainment could be found for £500.00. Concern was raised about controlling young children and BSu pointed out that only designated people were allowed to exclude guests from the hall. DS agreed that the bar

company would organise a rota of staff for the night. **KP to action** circulation of useful phone numbers.

The date for the pantomime has been changed to 29 February 2008.

Staff salaries – BM will work out a suitable increase for the booking clerk to be included in the November pay packet. It was agreed that **KP and BM** would work with the post holder to review the role as it had developed since her appointment 18 months ago.

BM pointed out that he had been away for a period of time and that was the possible cause of unpaid bills but he had cleared outstanding invoices before he went.

Camera – as the smoking shelter had not materialised, it was agreed that **MJ** would purchase a camera for use at functions and bookings to market the hall.

Cleaner – Tracey Sleight has been appointed to the post.

**Financial update** – BM circulated the figures and emphasised the importance of keeping the details of the accounts confidential. There is a lot of uninformed speculation outside the committee about the amount of funds held but it was stressed that we needed a contingency fund for building investments and projects and taking that into account vastly reduced our accessible funds.

The building is now insured with Ansvar through brokers who specialise in insurance for village and community halls, Norris and Fisher. This will be cheaper than the previous 3 years insurance and is specially written to cover the work the hall attracts. Renewal date is 8 October but we are committed to 3 years with this policy.

Half yearly figures were circulated and it was noted that the hall is on target expenditure wise against the budget.

Discussion followed about the perceived drop in parties this year. **KP** to compare this year with last year regarding bookings.

### **Reviewing functions of sub committees**

Chair people were nominated as follows:

Maintenance – BSu

Developing the Community – BS

Respect – MB

### **Youth Meeting**

JW and SH gave feedback from the pizza evening and recent meeting. Minutes of that meeting are attached. It was agreed to look at the National Child Safe Scheme at the next meeting.

### **Newsletter**

AP will take over the production of this with help from SH. He will aim to write this next Thursday to get an Autumn edition out.

### **Christmas tree and decorations**

BM agreed to buy decorations in the sale for use in the hall. HB to investigate the purchase of a 15' Christmas tree to be delivered in time for the Clavertots Christmas party.

### **AOB**

Wheelchair – JW described an incident at the Harvest Supper where a visitor needed use of a wheelchair and suggested the need for one to be based in the hall for such eventualities. She will investigate getting one free from North Somerset Council

HB – asked for permission to purchase plates etc for the ploughmans’ supper at the dance next month – agreed

BS – May Day was booked – 5.5.08 and the Senior Citizens’ party – 2.8.08. AP suggested that we arrange for a standard committee to organise May Day for perpetuity.

BM – stressed the need for important matters to be discussed more fully at meetings and earlier when everyone was refreshed.

BSu – Explained that the key fobs were not working properly and an engineer would be coming to the hall in the morning (there is always someone there on a Friday morning). He will allocate numbers instead of the fobs – the failure of which has caused the alarm to be activated on numerous occasions recently.

MB – will contact the owner of the field next to the hall with a view to purchasing it.

BSu – agreed to hang the ladders up under the stairs in the storage space. Asked if the Karate teacher could store his mats in the hall. It was agreed that the Respect Sub Committee would discuss this as the storage space needed to be kept clear for a variety of reasons, not least H&S.

JW – asked for a budget for Developing the Community sub committee in order to purchase things for events.

Gave details of an open day at Community Action where the village halls advisor would be available to give advice on running village halls.

Suggested a deadline for agenda items to be sent to the secretary – it was agreed to leave suggestions in the hall on the Friday before meetings, to be collected on the Monday before the second Thursday of the month. Email suggestions by then too.

KP – the booking clerk had asked for a price to give a potential hirer who wanted the hall on a Friday evening to 7.30. It was agreed to charge ¼ of the whole evening rate.

The meeting closed at 10.41

Next meeting Thursday 8 November 2007