

# Claverham Village Hall

## Executive Committee Meeting

Minutes of the meeting held on 12 April 2007

**Present:** Chris Olive, Mark Jenkinson, Jean Watson, Andrew Pope, Barry Sullivan, Kath Panes, Bryan Mellor, Steve Hunt, Brenda Smith, Geoff Bland (for John Bowhay)

**Apologies:** John Bowhay, Becca Pope

**Minutes of last meeting:** Agreed as correct

**Matters Arising:** JW gave BM details of payment for the table tennis table.

Printer – AP had purchased a new one

Toy storage – It was agreed that toys had been sorted out but were still not being kept tidy causing an issue with access to the storage space at the back of the hall. During the discussion regarding lack of storage space, it was agreed to investigate the remains of the old roof in the new extension attic which was widely assumed to be non-weight bearing. If that could be taken down it would give more storage space.

Suggested alterations to Terms of Reference for the Maintenance committee – agreed to defer to next meeting as these had not been considered.

Youth club – KP explained what had happened since the last meeting on this. An email had been received from the Youth Leader for the area stating that she and the chair of Yatton Parish Council had agreed to keep things as they are. Concern was raised that this was not taken to a full council meeting for open discussion and it was agreed that a letter be sent to the council asking for it to be put on the next agenda. **KP to action**

Budget proposal

BM talked through his allocations of the budget – based on previous years' spending. BM was thanked for the work he had put into this and the document was approved with the following amendments/additions/recommendations:

- Following discussions regarding the erection of a fence around the back of the building where some concerns were raised, it was agreed that BM would get a second quote before going ahead.
- It was agreed that Richard Panes would be invited to join the Maintenance sub-committee for the project on the heating system for the hall as he was the one who had been most involved from the very beginning.
- Smoking canopies – KP described what had been done so far, a quote from one supplier of awnings had been received and a second was due later in the month. It was agreed that we need to provide shelter post 1.7.07 on both sides of the building for the bar and the hall users .
- It was agreed that quotes would be obtained for a heavy clean of the hall floor rather than a full skimming. **KP to action**
- A 'sundry expenses' code was added to the budget for Developing the Community

Financial update

BM tabled the latest figures. Discussion took place around moving a substantial sum of money from the current account to a high interest account. GB suggested that if a large sum was needed in an emergency, the bar company could probably help by moving a donation date forward. Although it was accepted that a large sum of money was available, it was

agreed that we need to look to the future and plan for financial security for major repairs to the building etc at a time when maybe the charity was not attracting a high income.

#### Format for AGM

Discussion was based on what a new committee should know before taking office which had taken the current committee some 6 months to find out. It was felt that while we need to attract new members and involve as many as possible in the running of the hall, prospective members needed to know what their responsibilities would be. It was agreed that nominations would be asked for as usual prior to the AGM and that an informal meeting would take place to explain how the committee works etc before the actual AGM. A similar input would be placed in April's newsletter.

#### May Day update

BS described the events for the day and displayed the poster which had been designed by pupils from Court De Wyck school. Thanks were expressed, particularly to Tandy Burdge who had contributed much to the organisation of the day despite not being a committee member.

#### AOB

BSu – French drains need attention as they get damaged by the draymen when they deliver barrels. BS agreed to discuss preventative measures with them next time she saw them. He requested permission to purchase 'litter pickers' and 'bag holders' to use for picking up litter. JX explained that the parish council might have some we could use as it was generally felt that the price of these (£60+) was astronomical. However, it was pointed out that 'Maintenance' now had a budget and if the members of that committee felt it was good value for money, they could spend their allocation on it – but it could only be spent once.

Announced that he had put a damaged chair in the 'electric cupboard' which he felt was beyond repair – it was agreed that this could be thrown away.

JW - The Local Action Group had requested a representative join the committee – as there are 4 seats for local groups this was agreed.

BS asked for clarification regarding the ownership of the beer racking as it had been hired out by the Lions who had charged £200.00 – GB agreed this was accurate. It was pointed out that the racking was donated to CVH by Bryan Dewberry who made it. GB apologised on behalf of the Lions and agreed to pass this information on.

AP – announced that the new web site was up and running but that the issue of internet access needed to be resolved.

Announced that he had heard that 2 parties had been lost due to the high cost of hiring the hall at the weekends. It was agreed that although we were dismayed with this news, the hall was based at a competitive rate and was of a higher standard than other local halls.

Discussion was generated from this item about the amount of bookings allegedly lost on previous years – weekend bookings appeared to be down last year compared to previous years. KP agreed to ask Sandra if an easy print out was available for comparison purposes.

GB – Explained that the hall would have to be opened till the end of the count on election day which might be 3.00am. It was agreed that a named person (possibly the returning officer or a local council member) would take charge of the keys.

The meeting closed at 10.45

Next meeting – 10 May 2007