

# Claverham Village Hall

## Executive Committee Meeting

Minutes of the meeting held on December 13 2007

**Present:** Jean Watson, Andrew Pope, (chair) Barry Sullivan, Kath Panes, Steve Hunt, Bryan Mellor, Dave Stanley – CVE, Brenda Smith, Mark Jenkinson

**Apologies:** Mike Burdge

**Minutes from previous meeting:** Agreed as a true record once a typing error had been corrected.

### **Matters Arising:**

A camera has been purchased, MJ has it, this will be used for publicity purposes.

Newsletter – still outstanding but it will hopefully be out for January – **Action AP**

Christmas tree was obtained from Cadbury at cost price, discussion on its size resulted in it being agreed that a slightly larger one was needed in future.

Wheelchair – JW has obtained one and it will be available soon.

Internet – MJ was dealing with BT over this matter – he changed the modem and it now appears to be working properly.

Area for smoking was now in place, it was agreed to purchase another one for the side of the hall for use during functions.

### **Financial update and related matters**

BM circulated this months figures

CVE update – a set of Articles has now been produced that the directors are happy with. However, it was noted that while the directors had discussed the contents, the members of the committee had not.

Copies were circulated and members asked to report back to BM by Christmas with their comments.

After this date, assuming there are no issues raised, these Articles will be adopted and will be the basis on which CVE is operated.

Discussion took place on the need for an Occupational Licence. This is the issue that made us approach legal advice initially and approval to set this up formally was agreed. **BM to action**

Gas meter – a new one had now been installed.

BM suggested that we look for suitable candidates to take over the treasurer's role next year so that they could learn the job, KP also suggested a new secretary be sought.

JW thanked KP and BM for the legal work to date.

### **Sub Committee update**

Developing the Community

BS reported that the Karaoke evening was not well attended. Discussion followed on what functions would attract people. It was suggested that the people who requested a function should be the ones to help organise them. The sub committee would discuss this at their next meeting.

JW suggested we look for a family with teenage children who would be interested in decorating the hall for Christmas next year. She Edgar and BS – with help from the Sleights – has decorated this year and it was getting too much for them and it was time for new blood to take over.

## Maintenance

It was suggested that the gazebo needed to be moved in the spring as it takes up too much room on the patio.

## Respect

Regarding accessing mail messages and answer phone messages, MB has spoken to the booking clerk about what can be done to respond to messages quickly. Discussion followed about issues relating to the part time nature of the post and the fact that enquirees sometimes want an immediate response. It was agreed that the clerk responded as best she could in the circumstances. The sub committee agreed to continue to investigate possibilities.

Agenda items 6,7 and 8 relating to partnership agreement, investing in the future and the youth activities merged into a general discussion around the ACRE/Community Action document 'Roles and Responsibilities of Village Hall Committees'. There is confusion about what CVH can do within the confines of charity law and its constitution. Members were divided on whether we could give money to other agencies, with those against pointing out that people worked voluntarily for the Village Hall not necessarily what the committee wanted to offer financial support for. A thorough discussion took place and it was agreed to invite the Village Halls Adviser from Community Action to come and talk to us, presenting what she can do to support us and answer our queries. **Action -KP** Members were asked to think about how best we can utilise our assets within the building.

## AOB

JW – described the proposed changes to premises licences. Ours is due for renewal in January.

### **Action – SH**

BS – looking for help with the children's films in December – BSu agreed to assist.

KP – read a letter from a villager thanking BS and BSu for their help in serving at a recent wake held in the hall.

KP – asked could the key fobs which used to deactivate the alarm be disposed of. It was agreed they could.

KP – had noticed errors on the web site – it was agreed to contact Colin Organ and correct them.

The meeting closed at 10.30

Next meeting 10 January 2008