

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on September 13 2007

Present: Mark Jenkinson, Jean Watson, Andrew Pope, Brenda Smith, Barry Sullivan, Kath Panes, Mike Burdge, Steve Hunt

Apologies: Bryan Mellor,

Visitor: Helen Burnett

Minutes from previous meeting: Agreed as a correct record

Matters Arising:

Smoking shelter – the awnings agreed at last month's meeting proved to be inappropriate as the surveyors advised that due to the low roof, the angle was insufficient to drain excess water off the awning and any guarantee would therefore be invalid. KP and SH had spent time researching alternatives and SH has found an acceptable alternative. An umbrella with 'banners' to isolate a designated area are available via Bookers, the local branch is trying to get a set sent to Weston. KP will collect when it has arrived.

Youth Club – AP gave an update on this. A local group of interested parties has got together and are working with us to get some sessions started. It has been agreed that the club will meet on Fridays in the skittle alley. Qualified volunteers have agreed to run it initially. Equipment is being collected.

New vacuum cleaner has been purchased as agreed and the microwave has been replaced.

Terms of Reference of the sub committees have been agreed.

AP explained that he is waiting for BM to return from holiday to explain how to extract a monthly 'statement of accounts' from the system.

Lions meeting of 15 September – people going were identified – some with their bar company hat on.

Special functions paperwork and procedures - KP will arrange a meeting with BM and Sandra to ascertain 'front line' issues.

Chairman's Surprise

It was agreed to move this item up the agenda

AP invited members of the community to contribute their ideas and suggestions to the committee. He explained that the members had been keen to participate in the hall and had been easy to find.

He pointed out that there was good anecdotal evidence that bookings and income were down and he wanted to look at ways of encouraging more users.

Respect Findings

The sub committee was introduced to Colin Organ who has been implementing the web-site. He outlined a number of problems to the group.

It was agreed that KP would contact Tiscali and cancel the Broadband connection then contact BT to install.

AP needs to be contacted for the necessary information.

Once the access to the internet was confirmed KP will work with Sandra on ways of keeping the booking information up to date.

MJ suggested we add a 'suggestions/comment box' to the site so committee members who were constantly being approached by individuals could direct them to the web site for them to make their suggestions directly to the committee.

Other suggestions on how the site could be developed were discussed.

It was agreed that pictures of the building needed to be taken for marketing purposes and display on the webs-site.

Maintenance Findings

This sub committee walked round the building with a group of people from the community who had not previously been involved in the village hall to get an outsiders view of how the changes could be made to the premises that would attract more members from the community.

The sub committee members found this a very useful exercise.

Developing the Community Findings

A timetable of events was put into place for the next 8 months. Events will take place monthly. The members of the group were keen to get involved with the running of these events. Contacts were established which will enable these events to be organised.

Importantly specific events for specific times were laid out and initial planning of the events were carried out.

Staff Salaries

KP explained the events leading up to the production of the discussion paper circulated and apologised for the incorrect (and confusing) maths. She asked that 3 points be considered:

- Back pay for the cleaner in line with the rise in the minimum wage increase 11 months ago – **Agreed**
- A 'bonus/golden handshake' to show our appreciation for the work the cleaner has put in over the years – **Agreed** – the sum of £100.00 was agreed
- Consider the idea, in principle, of a pay rise for the other staff member – **Agreed**. BM to be consulted on an appropriate formula for working this out.

It was also agreed that a formal appraisal procedure be adopted for members of staff who were paid.

BM will be consulted on the job and salary review process.

AOB

BSu expressed concern at the number of contractors who are still waiting to have bills settled and suggested a more prompt payment procedure be agreed. AP to discuss with BM. The idea of a petty cash facility for this purpose was not approved.

MJ had been informed of a smell in the back of the hall, he will investigate the drains.

The purchase a low resolution digital camera for the web-site was agreed that £50.00 was the maximum to spend. KP will purchase at C&C when she collects the smoking equipment.

BS appealed for volunteer to help with the pantomime – front and back stage

KP explained the difficulties we were left with by the resignation of the replacement cleaner. It was agreed to re-advertise. In the meantime, she was cleaning the hall until cover starts next week hopefully. AP thanked KP and JW for their efforts in addressing this problem.

AP asked if members had enjoyed the night's proceedings and found it useful. The general opinion was one of approval.

The meeting closed at 10.03

Next meeting 11 October, 8.00