

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on June 8 2006

Present: Chris Olive, Tandy Burge, Mark Jenkinson, Jean Watson, Steve Hunt, Andrew Pope, Brenda Smith, Barry Sullivan, Mike Jones, Kath Panes

Apologies: Bryan Mellor

Minutes of previous meeting: These were amended as follows: Re. the lost staging. It was specifically the box of joiners that was lost. The date was corrected to 12 April

The new members introduced themselves and expressed their goals in sitting on the committee.

It was agreed that members would think about a specific role they could be responsible for to ensure effective lines of communication during their tenure and report back next month.

Action by all

New office window

This will be fitted on 9 June

Signatory forms

These have been completed and CO, MJe, BM and Pauline Payne have been authorized to sign on behalf of the committee.

Maintenance report

Hearing loop done; Racks are to be put up under the main notice board for Tourist Information leaflets; a list of minor works was passed on to CO.

Discussion took place on whether to buy a 'tower' for ease in reaching the hall ceiling. MJe to investigate prices and report back.

It was agreed to put a notice on the board by the kitchen for minor maintenance items to be added thus avoiding the current delay in reporting these faults. KP to action.

It was agreed to update the list of contact numbers for behind the bar.

Shelves have been put up in the Clavertots store room.

Action: CO, MJe, KP

Meeting Room furniture

The meeting room is almost complete, JW donated pictures for the walls. The matched funding has been secured.

Web Site

There are currently 2 web sites dedicated to CVH. Discussion took place over the way forward with this, it was agreed that a site would be beneficial but would need careful monitoring. BS to look into merging the 2 sites with those currently involved.

Action: BS

Clavertots

The children's furniture, bought in memory of Greta Lewis, was now in place and stored for use by Clavertots and children's parties etc.

Air conditioning/heating

This item is now urgent. TB will follow up progress with BM and report back at the next meeting.

Action: TB

Lockable filing cabinet

An outstanding item from previous meetings. MJ to speak to Geoff Bland re progress.

Action: MJ

Carpet for skittle alley

TB had been in touch with Brunton Carpets and received prices and samples. It was agreed to go ahead and TB will order the carpet.

Christmas Star

It was agreed to get this dismantled and returned to its owner with thanks.

Action: MJe

Chairman's report

Following a mix up with hall bookings, a procedure was discussed in the event of an unusual but urgent booking request (eg a funeral wake). It was agreed that Sandra must be the person to contact in these events. Concern was raised over numbers using the hall for insurance purposes. KP to investigate.

Action: KP

It was agreed that CO could get a second set of keys cut. Discussion took place on the many store rooms and what was kept in them. Members who were also licencees raised concern that alcohol was stored some distance from the bar. MJ agreed to raise it at the appropriate meeting.

Action: MJ

The emptying of refuse bins is an ongoing problem. CO explained developments to date and reported that BM is continuing to liaise with Biffa.

Rent increases - In view of BM's apologies, it was agreed to postpone this item, raised at the AGM, until next meeting.

Treasurer's report

CO read out BM's report.

Secretary's report

It was agreed to write to Claverham Ltd apologising for the bottles etc that had been thrown onto their property.

A request for an 18th birthday party had been received for approval. The new members raised the need for this discussion in view of concerns over the process through which such a request went – historically it appeared that approval of such a request was based on personal opinion only. A lengthy debate followed and it was agreed that this was not a democratic way of doing things. A vote was taken on whether or not to allow hall bookings for 18th birthday parties. The decision was **not** to allow them.

Action: KP to see Sandra about altering the booking form to indicate this decision.

Bar Company report

MJ reported a lack of communication following the booking of the skittle alley for the recent election. He agreed to remind bar staff about the booking information kept behind the bar which needed to be looked at regularly.

Bsm and BS will coordinate the naming of the switches

The fruit machine is to be re sited tonight - **confirmed as done!**

It was agreed to take the issue of CCTV further. MJ to liaise with Geoff Bland who has prices.

Action: MJ; BSm; BS

Items not on the agenda

Outside ash trays – it was agreed to site 2 bins for smokers to use outside the front door and on the patio. These will be similar to the current bin on the patio. Discussion followed on the subject of smoking and the bar which resulted in a general debate about the opening times of the bar and legal requirements regarding the display of hours. MJ will take this to the Bar Company for clarification.

Action: JW; MJ

Complaint about the misuse of the hall by the Young Farmers – it was agreed that a letter be sent. A discussion on the meaning of the term ‘users of the hall’ resulted in the decision to look into this matter further. Historically there have been places on the committee for this category but attendance has dwindled over the years. This will be followed up next meeting.

Action: KP

AOB

TB – confirmed how helpful it would be to have members designated to a responsibility for the first point of contact

JW – Stated that designated key holders had been named as Bryan Dewberry and Ralph Ludin. Reminded members that items for the next newsletter were needed by the end of June.

BS – Suggested that a sign be put up for the Tannery Bar. It was agreed that this could be placed over the door to the bar. CO will investigate.

Action: CO

The meeting closed at 10.30