

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on November 8 2007

Present: Jean Watson, Andrew Pope, (chair) Barry Sullivan, Kath Panes, Mike Burdge, Steve Hunt, Bryan Mellor, Dave Stanley - CVE

Apologies: Becca Pope, Clavertots, Mark Jenkinson, Brenda Smith

Minutes from previous meeting: Following 2 amendments – BM made the point that important matters should be discussed earlier in the meeting when people were more refreshed, MB agreed to approach the owner of the field next to the hall with a view to purchasing it – the minutes were agreed as a true record.

Matters Arising:

The organisation of the New Years' Eve party is being led by John Bowhay.

Camera – MJ apologises it has not been purchased

Newsletter – AP apologises he has not yet started this.

Christmas Tree – HB has received prices and Cadbury Garden Centre has asked us to out a request in writing and they will consider sponsoring a tree – **BM to write letter and negotiate with others for the best price.**

Decorations – JW and BM have purchased new large ones in the sale recently

Wheelchair – JW is in negotiation for a free one for use in the hall

Purchase of land – MB has had initial conversations with the land owner – will continue

Hall Bookings

The figures relating to party bookings KP had circulated were discussed. It was agreed that these would be checked quarterly if **BM and KP** could find a way of coding them for easier access from the computer. The discussion included information on bar takings/profits to match the party dates. DS responded that this would be reflected in the donations received from CVE over the year.

Update on progress with CVE

BM explained the discussions he and AP had had with the directors of CVE over the legal paperwork being prepared by the solicitor. There were 2/3 queries he would discuss with the solicitor on 9.11.07. One query was on the need for an Occupational Licence and how that might affect our rateable status with North Somerset Council, the other concerned some wording in the Articles of Association which members of the committee had not seen. BM hoped a conclusion would be reached by next week.

AP had received a verbal request for confirmation that CVH had approved DS as a director. This had been minuted in February's meeting. The directors had asked for written approval. Discussion followed and resulted in the agreement to send a letter to the directors confirming the minute. **KP to action**

Funding for Youth Activities

A letter was tabled and read by BM from villagers who had been helping to arrange activities for young people stating that they were forming a Youth Club and they understood the committee had agreed to waive the hire charge for them and requesting funding towards initial costs for insurance, CRB checks and equipment. Discussion followed about the development of this initiative from an evening of activities for young people offered by the committee into an 'official' youth club which had not been the intention initially. It was felt that recognising that a youth club, run by an organisation other than ours could have implications on our responsibilities as a charity. Various options were suggested before agreement was reached that we would fund a taster session between now and Christmas as well as a tuck shop but that we could not agree to the request without a full, open discussion at a later date when we could give it our full attention. The youth committee representatives would be invited to the next meeting to talk about their plans for 20 minutes.

Community Action

JW had attended a drop in day in connection with the Parish Plan but described the support CA could offer to village halls. She made reference to the Roles and Responsibilities document recently updated by CA which KP had circulated last month for information. This spells out the responsibilities of VH committees and she stressed the importance of reading this as it had implications for all of us. She suggested we look at gaining the Hallmark Accreditation. She reported that CA are looking to change their charitable status from an unincorporated to a corporated charity as they were growing so big. She circulated their annual report.

Updates from Sub Committees

Developing the Community

Projector – BS had raised the fact that the equipment for the projector was not being stored safely and as agreed. It was agreed that this should be returned to the cupboard upstairs after use at all times. JW suggested that the Saturday morning film club be moved to a more appropriate time now many of the children had other activities on a Saturday morning – to be discussed by the sub committee.

The dance had been enjoyed by all and the committee thanked for putting it on. DS reported that £390.00 had been taken at the hall bar, £320.00 from ticket sales and £36.00 from the raffle. Tickets are now available for the Karaoke night on 1 December.

Respect

MB reported that the internet had been installed but was currently affecting the telephone line – this is in hand with BT. The sub committee is currently assessing the situation before making suggestions about response time for booking enquiries etc and will report back next month.

A suggestion was made regarding the request to use our facilities for storage by the Karate teacher tabled last meeting that we charge £5.00 per month for this facility. It was pointed out that Clavertots store equipment for no charge. The sub committee will address this at their next meeting.

Maintenance

BSu pointed out that he and RP had been monitoring the heating in the hall which continues to work well – no complaints or praise had been received by him!

Smoking shelter had been agreed and would be in place asap.

Financial update

BM circulated figures for this month.

He had responded to the request to look at a pay rise for the booking clerk and suggested a rise of between 40-50 pence per hour. It was agreed to increase it by 50 pence from November **BM to action**

He explained his contact with British Gas and the meter which is now in hand.

A request had been received to hire the stage. Discussion resulted in the confirmation that we did not want the stage to leave the building but that we were prepared to hire out the 'reserve' stage for a nominal charge of £10.00 as it was for a charitable event – they would have to collect it though. JW agreed to monitor this collection.

AOB

BSu – raised the fact that the member ship box had needed to be re-sealed following being emptied. It was agreed to purchase a lockable security box which KP would empty in the presence of a witness. **SH to action.**

The meeting ended at 10.15

Next meeting 13 December 2007