

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on 9 August 2007

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

Apologies: Andrew Pope

Minutes of last meeting: Agreed as correct

Matters Arising: Modem has been ordered for the office.

Smokers Area. SH explained that awnings had been ordered and will be fitted in the next 4-6 weeks. 2 will be installed, one on the bar side and the other by the fire doors at the back of the hall. It is hoped to make these areas welcoming to prevent smokers congregating at the front entrance, signs will announce that there is a smoking area and it is hoped that staff will direct smokers to it if asked. In time, paving slabs will be put down and 'garden' furniture added.

Youth update. JW described the recent meeting of all interested parties. It was clear at the meeting that local groups/organisations did not have a full grasp of what the Village Hall offers for young people. This needs to be addressed – see strategic planning. A Film and Pizza evening is planned for 28 September.

BSu gave prices for 'wet' vacuum cleaners – agreed to purchase a Vax for £99.00

Feasibility study for automatic lights in toilets and storage space showed that it was not financially viable to install. Discussion took place on the siting of the light switched in the storage area and it was agreed to investigate the cost of moving the switch as a matter of H&S.

Amended Terms of Reference

KP circulated these and asked for comments/additions by the end of August, it is planned to implement these by the next meeting (Community Development ones attached)

Sub Committee Membership

Community Development – AP BS JW

Respect – KP MB MJ

Maintenance – BM SH BSu

MJ questioned the need for members of the committee to have registered. There were differing opinions about this and it was agreed that it needed a separate agenda item next time.

Financial Update

BM circulated details. SH asked for a monthly budget sheet to monitor actual spending against the budget, BM explained that he used 2 systems and it was not easy to do.

Annual Strategic Planning

A series of topics were circulated for members to discuss ideas for widening the users of the hall. In small groups a number of suggestions were made which KP will collate and circulate.

AOB

MJ – The Lions have invited all members to a meeting in the Skittle Alley on 15 September

BS – Over 60s tea party was well attended

BSu circulated quotes for the heating in the hall and it was agreed that we would use Mathisons, being the lowest quote. He was asked to go ahead.

The meeting closed at 10.20

Next meeting 13 September – can members please be in the meeting room for a prompt 8.00 start.