

# Claverham Village Hall

## Executive Committee Meeting

Minutes of the meeting held on 9 November 2006

**Present:** Chris Olive, Jean Watson, Andrew Pope, Brenda Smith, Barry Sullivan, Kath Panes, Bryan Mellor, Steve Hunt, Tandy Burdge,

**Apologies:** Mark Jenkinson

**Minutes of previous meeting** – the date should read 12 October 2006. Otherwise, they were agreed as correct

**Matters Arising** – COSSH reports still outstanding **Action KP**

Heating – all paperwork has been found and it was agreed to keep these documents in a secure place for future reference. **Action Respect Sub committee**

CCTV quotes BSu circulated 2 quotes he had received, one was from a company who had submitted a quote 6 months ago and was higher. **Action KP to write and ask for clarification**

Youth worker – JW explained that a YW is employed and based at Yatton. It was agreed that she should investigate the possibility of this person holding one of the sessions at the hall instead of in Yatton. **Action JW**

A discussion followed on the needs of young adults and older children in Claverham. The committee agreed that we need to support these people as much as possible but that it would need careful marketing and preparation. Young people have been encouraged to use the hall during bar opening times when they have used the skittle alley to play pool etc. This was proving to be a major issue as they are not supervised and this procedure is open to mis-use by some elements of the age group concerned. Since they have been using the alley, a number of repairs have had to be made to items and while no blame can be attributed to the young people it does highlight the need for supervision.

Maintenance – a quote had been sought from Mike Payne for painting the outside woodwork etc which had been put off until the extension was completed. It now needs doing. **Action Respect sub committee**

Heating – a pipe had burst the previous week and has now been repaired but concern was expressed on how long this would last. It was agreed that the pipes on the end radiator by the dart board in the skittle alley need to be boxed in.

Fire door in skittle alley – not secure, BSu agreed to seek quotes to mend this

Ice making machine – a new one has been delivered and the bar company is awaiting quotes to add a plinth to the shelf to accommodate it.

### **Web site**

This is progressing well. AP asked for assistance with the initial preparation for the site – writing descriptions etc. **Action KP to assist**

Discussion followed about the accumulation of resources in the office. **Action Respect sub committee to investigate**

### **Development in the Community**

The committee reported on the latest timetable of events:

November

4<sup>th</sup> – Bingo

12<sup>th</sup> – Movie night

25<sup>th</sup> – Children's films

26<sup>th</sup> – Quiz night

December

2<sup>nd</sup> – Bingo

10<sup>th</sup> – Movie night

23<sup>rd</sup> – Children's films

Permission had been granted for us to use the field for a May Day celebration – watch this space!

### **Premises Licence**

The hall is now covered for everything except Boxing. It was confirmed that the lock on the front door needed to be changed and a lock for the hall door needs to accept the same key, that way all regular hirers could lock up after themselves thus making the hall more secure.

#### **Action BSu.**

There followed discussion about keys in general and despite a new list of holders the use of keys was still very hap-hazard and needs to be tightened. It is not acceptable for keys to change hands without the knowledge of the list holder – the secretary. BM agreed to investigate the purchase of 4 new fobs to be held securely for future use. **Action BM**

### **Stepping Stones Venture**

BM had written to Claverham Ltd requesting a meeting to discuss the sale of the field. Much discussion followed, both about the content of the letter and the validity of the request. CO pointed out the need for the committee to concentrate on the constitution of the charity and stressed that this was simply a start to investigating the possibilities. JW explained that she was also looking into the purchase of part of the field on the other side of the hall for this purpose – simply to ascertain information, it was not suggested that we would buy it as, again, it would contravene the powers of the charity. AP suggested that we should be careful about what we commit to writing in future which was unanimously agreed.

### **Financial update**

BM circulated the previous month's accounts and will follow up YANSEC's offer of money! He also presented a paper on price increases for hiring the hall and it was agreed that the next meeting would address this topic. BM also asked that the agenda cover the roles and responsibilities of the committee and its members.

It was agreed that these 2 items would be the sole topics on the next agenda.

The meeting finished at 10.15