

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on 12 July 2007

Present: Jean Watson, Andrew Pope, Barry Sullivan, Kath Panes, Brenda Smith

Visitor for Developing the Community sub committee – Helen Burnett

Apologies: Mark Jenkinson, Bryan Mellor, Steve Hunt, Mike Burdge

Andy welcomed new committee members and asked everyone to sign the minute book – a declaration of willingness to act in the interest of the charity.

Minutes of last meeting: Agreed as correct

Matters Arising:

Update on legal matters – KP explained that declarations had now been signed and were in safe keeping with the company records at the accountants. A new set of Articles have been sent for approval which relate more closely with the situation between CVE and CVH than the original ones did, otherwise they are much the same. These were being distributed to the shareholders for comments. The committee agreed to KP and AP continuing to deal with this.

KP explained that the floors had been cleaned. It was agreed that Gill would inform KP if the hall floor showed signs of wear so that sealant could be applied straight away.

Modem – AP has this in hand – a new modem is being bought then Tiscali will be approached for a password. The system will be wireless.

BSu read out the changed draft Terms of Reference for the Maintenance sub committee which were agreed.

The gates had been erected. CCTV cameras have now all been installed and are working well, a new monitor has been ordered, under warranty, to cope with the system.

Key box – this has been bought and will be installed this weekend.

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Sub Committee planning

AP explained that he would like to display a calendar of regular events so that the community is aware of what is going on in the hall . In line with BM discussion at the AGM a one year plan is to be created that will help to manage the activities of the committee

The sub committees had 5 minutes to put down a timescale for their current plans

These will be collated into a plan for agreement at the next meeting

Deleted: AP explained that he would like to display a calendar of regular events so that the community is aware of what is going on in the hall. The sub committees had 5 minutes to put their actions into order – see attached.¶

Partnership plan

Due to the continued problem with hall hire and requests for discounts etc, AP tabled a proposal for discussion. See attached.

Concerns were raised that organisations in the past have benefited from discounted use of the hall and equipment in a way that contradicted the objectives of the charity. The idea of the proposed partnership would allow the use of the hall to be subsidised for activities which would support the constitutional activities of the charity.

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It was agreed to follow this plan and monitor it closely. KP to inform Sandra.

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Facilities for smokers

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Much discussion took place about this issue. Previously it had been agreed to revisit the topic after the summer but the poor weather had led to queries raised as to where smokers would congregate.

It was unanimously agreed that facilities should be provided for the shelter of smokers. A purpose built shelter, situated in the grounds in the car park was discussed but concerns were raised that people would simply ignore it and continue to use the entrance 'porch'.

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KP, SH and JW were asked to look into this again and other members were asked to raise questions that could be addressed before suggestions were made for a 'shelter'. The group should report back at the next meeting

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Youth Policy

Following AP's presentation to the Parish Council about our desire to cater for the youth of the village and needed help in determining its strategy, a meeting has been convened by the Parish Council to include The Children's society, NSC Youth and Community Service, Local Action Group and the Village Hall.

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Concern was expressed that the charity's ideas may be consumed by this much larger group and losing our original proposal for activities for young people planned and run by qualified staff. It was agreed that we should be part of this planning process for the purposes of knowing what was happening, but that we would stick to our original idea.

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AP explained that a villager was nearing completion of her training as a youth worker and would be happy to run provision for pre-teens on the basis of one evening a week. This will be discussed nearer the time.

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Financial update

This was adjourned due to BM's absence.

AOB

BSu – appealed for a second vacuum cleaner to be purchased for use in the event of the cleaner needing repair. He suggested a 'wet vac' be considered which could also be used to dry carpets after a leak. He was asked to get some prices.

KP – explained that the alarm had been activated 28 times in the past 12 months which the alarm company had said was unacceptable. The police also made a visit on 1 July following a 'personal attack' being registered on the system. The problem had been traced to the part setting of the alarm by the licensee on the day. KP stressed the importance of people checking the alarm on entering the building and de activating it before entering the bar area. This information has been passed on to the directors of the bar company. If these false alarms continue, the danger is that it will be ignored when it is activated for real.

KP had been approached about the lighting in the skittle alley which was too dim for the country market stall holders. BSu explained that the lights were the maximum wattage.

KP had received a letter from the Parish Council asking if we would be responsible for a NSC notice board to be placed inside the building. Following discussion, it was decided that there was no room for another board but that we would be happy to display literature for NSC in A5 format. KP will reply.

BS – complained that glasses from functions were not being put away properly. It was agreed that this was not the concern of the charity as it was CVE business and BS was asked to raise this with the directors.

BS asked again if automated lighting could be installed in the toilets and storage spaces to save electricity. BSu will look into it, in the meantime, people were asked to be vigilant and switch off lights that weren't being used.

BS asked for a sign indicating where the toilets are to be installed. The committee said no, there were too many signs as it was and the danger was that yet another would just be lost amongst all the others. JW – raised the issue of the hall being booked for weddings and the recent mess left by catering companies. It was agreed that KP would discuss this with Sandra to confirm the process and responsibilities surrounding these events. Discussion followed about the hall offering a 'package' for weddings and other large events. This will be discussed by the Respect committee.

The meeting finished at 10.00

Next meeting Thursday 9 August.