

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on 14 December 2006

Present: Chris Olive, Mark Jenkinson, Jean Watson, Andrew Pope, Tandy Burge, Barry Sullivan, Kath Panes, Bryan Mellor, Steve Hunt, Geoff Bland

Apologies: Brenda Smith

Minutes of last meeting: Agreed as correct

Matters Arising: JW has contacted the Youth Worker in Yatton and has started discussing the possibilities of his holding a weekly session in Claverham.

The new key fobs were distributed. BSu explained he was expecting the new locks and keys to be delivered soon. It was agreed that a letter would accompany the giving of the keys to key holders asking them to the hall is left in a tidy state at the end of their session.

Stepping Stones venture. A reply from Claverham Ltd stated they were not interested in selling the land. Discussion followed about what the committee could do to help the playgroup given that our charitable status is for the provision of a hall. Various suggestions were raised concerning alternative accommodation in the school and the building of a new base elsewhere in the village. It was pointed out that we need to be aware of the knock on effects of other village facilities if the playgroup leaves the Scout Hut. It was agreed that BM speak to his contact at Claverham Ltd to see if there was any chance of the sale being reconsidered. The general feeling was one of proceeding with caution.

Increasing rents:

BM circulated an updated version of his spreadsheet comparing prices of local halls. Price increases for each room were discussed thoroughly and various views taken into account – such as the possible loss of business at the weekend if we raised the cost of hiring the hall. It was accepted that the income over the bar greatly outweighed any additional income we might take. The new rates are as follows:

Main Hall

Monday – Friday	8.00am - 6.00pm	£5.00 per hour
Monday – Thursday	6.00pm - 11.00pm	£9.50 per hour
Saturday	8.00am - 6.00pm	£6.00 per hour
Sunday	8.00am - 11.00pm	£6.00 per hour

Friday and Saturday evening £80.00 per session

Kitchen

Morning or afternoon	£5.00 per session
Evening (from 6.00pm)	£10.00 per session

Skittle Alley

Any day/time £25.00 per booking

Extensions

Any hirer wanting the bar to remain open after 11.00 will be charged an extra £20.00. There is no longer any need for the hirer to write a letter giving reasons for the extension.

Country Market

£2.00 per table as opposed to £4.00 per stall

It was unanimously agreed that these charges would apply to **all hirers** regardless of status.

Roles and Responsibilities

This had been put on the agenda at BM's request. He had since read literature relating to roles and responsibilities and was happy with what his role entailed. He explained it was the roles of the officers that really interested him. KP had further copies of the literature and offered them to other members. JW suggested it would be a good idea to draw up a list of tradespeople who could be contacted for emergency repairs. BSu/BM agreed to do this.

AOB

KP read out a letter received from the police following their discovery of the vandals who had broken the windows of the hall. As they were under the age of 10, they were outside the jurisdiction of the law. It was agreed that a letter would be sent to PC Bibbings explaining that if anything similar happens again, we would be pursuing the culprits. This letter would include a list of 'fob' holders for the police to contact if necessary in the future. This list will also be copied to the Security Guard at Claverham Ltd who was really helpful on the nights in question.

CCTV is to be installed this weekend (done!)

TB Announced that the Children's party was well attended and received and £405.00 had been raised.

BM circulated the Financial report – not on the agenda due to the agreement that this meeting would only have 2 agenda items. It was noted that £20.00 had been refunded to a hirer due to the fact that their agreed extension did not happen. GB apologised on behalf of the Bar Company for this breakdown in communication. BSu apologised for his part in the misunderstanding.

GB queried legislation over the national smoking ban and whether it covered private parties in the hall. It was agreed to put this on the next agenda, giving time for research into the matter. Following a verbal and written request to hire the film projector equipment for a children's party, the matter was thoroughly discussed. It was felt that this expensive equipment was too vulnerable to hire out to the public. There are too many crucial and delicate parts that could be damaged. The decision was taken not to offer it for hire.

The meeting ended at 10.20pm.

Next meeting Thursday 11 January