

Claverham Village Hall

Executive Committee Meeting

Minutes of the meeting held on 14 September 2006

Present: Chris Olive, Mark Jenkinson, Jean Watson, Andrew Pope, Brenda Smith, Barry Sullivan, Kath Panes, Bryan Mellor, Steve Hunt

Apologies: Tandy Burdge,

Minutes of last meeting

Clarification of the decision made regarding sponsorship was made. It will now read: "It was agreed to sponsor the person for £100.00 but we will discuss the viability of setting up a fund at a later meeting."

Regarding the surgery to be held on the Village Market days, the word 'district' was omitted between local and counsellor.

They were then agreed as a true record

Matters Arising

Sign for the bar – Bsu confirmed this would not cost anything

The scaffold tower is stored in the back storage space. A risk assessment needs to be carried out on its use.

Heating – work will start in the next 2 weeks

Directors' Statement

A paper was tabled following the statement made by GB in July. This set out the legal position regarding the responsibilities of this committee both as trustees of the Hall and shareholders of the Bar Company. It was agreed to hold a shareholders meeting to discuss these responsibilities further once members had been able to read the document carefully. BM thanked KP for looking into this matter in such detail.

Social sub group

Bingo has been organised and has had one meeting which was well received by the cross section of locals.

A quiz night is being organised for 22 October and it is planned to hold one every other month.

It was agreed to purchase the DVD projector which the group had investigated and film shows will be held for young and old in the near future.

Respect sub group

Draft Risk Assessments were tabled for members to read and comment on at the next meeting. It was agreed that this group will sort out the keys and fobs as many seem to have gone missing.

Financial update

It was agreed to rent out the BBQ for £25.00 + £20.00 for gas

Wessex Water agreed to an allowance reducing the water bill following the discovery of a leak by **£1,900.00**. Well done BM

BM was now an official signatory with Alliance and Leicester.

A fence to secure the site was in hand

A draft booking form was circulated for comments after which it will go to CVE for their comments

It was agreed to display the minutes on the notice board and the web site.

A letter had been received from Outback asking if we had received replacement burners for the patio heaters. There were none in the building so **SH** will look into it. Insurance. It was agreed to browse the market for the best insurance. **Action SH, GB**

AOB

BSu – Minor repairs log up to date

BSu described an incident regarding a lack of understanding over a hall booking. It was agreed that this was a historical matter and the current procedure would ensure it will not happen in the future.

JW asked members to look at the outside tap as it is sometimes turned on by ‘little hands!’

JW asked if there were set arrangements regarding the cutting of the grass. KP to speak to Fran Frost at Claverham Ltd

A selection of photographs are now in the committee room if anyone wants to look at them.

Meeting ended 10.20

Next meeting 12 October 2006