



Charity registration number 296856
www.charndon.com

Committee meeting held in the Community Centre
Monday 28th July 2008

The Minutes

Meeting attended by: Sandra, Sally, Bronwen & Anne

- 1. Apologies.** Bev, Clare, Sarah, Martin, Chris
- 2. Approval of Minutes of last meeting.** Signed and approved as a true record with an amendment regarding the cost of a Wedding marquee which should read £250 deposit, £50 for erection of the marquee and, Hall charge from 9am to 1am @ 6.50 per hour = £104.
- 3. Actions Arising.**

Premises Licence: We are grateful to **Beverley Evans** who has agreed to be Premises Licence Holder for the hall in place of John. **Sandra** has looked into the responsibilities the licence holder has, and will give Beverley a copy of the standard licence conditions, as well as obtaining and completing the new licence amendment application. **Attached is a sheet showing various obligations of the premises licence.** We still need to clarify whether Andy Protheroe will continue to apply for the 12 Temporary Event Notices – TENS that we are allowed or whether Beverley will also take this on. **Action: Sandra** to check this.

Opening Hours: Whilst applying for the change of premises licence holder we also need to change the stated opening hours of the hall on the licence as we do have some bookings that fall outside the stated hours. **It was therefore agreed that we would change the hours the hall could be open to 8am - 1am Monday to Saturday and Sunday 9am to 5pm. However the licensable activities regarding public music, dancing and any other public entertainment will remain at the current times of Monday to Saturday 12noon – 1am as shown on the current licence.** Sandra checked that there is nothing in the constitution that prevents us from changing the opening hours.

Wedding Marquee Sandra clarified that the person who applies for the TENS is responsible for any breach of the licensing conditions. Sandra to check with Sarah that the hirer has taken out Public Liability insurance and will show/ give her a copy as proof. Also that the hirer be told that the playing field is not for their sole use and the general public can still use it at any time. Also is the disco/ music to be in the hall or the marquee?.

Hire Agreement and conditions: To be carried forward, but Sandra and others to look into this and obtain all information needed to make changes. **Action Urgent.**

Purchase of new items: 25 Plastic chairs, cutlery and crockery have been purchased.

Bookings Secretary: Missed Life Together deadline for August/September issue and so advert for post will have to go in October issue now. **Sally** will distribute a flyer through the village advertising that we need a Bookings Secretary and that this will be a paid position.

Terry Coates collection: As Jill Wilson's father has just died we agreed that maybe it would be best to speak to Terry himself and explain we have money collected for him after the fire, and what would he like to do as his home is not going to be re-built for some time yet. It was suggested that if he would prefer it to go to a charity then we would be happy to do that. **Sandra** to find out his phone number and make contact.

4. **Finance: Treasurer on holiday.**
5. **Feedback on Recent Events:** Youth club Evening wet but the youngsters still enjoyed themselves.
6. **Future Events:**
Maintenance Day: 9th August 9am to 12noon.– A flyer has gone round the village asking for help, so we can only wait and see what we are able to do on the day.
Caribbean Evening 31st August: Preparations going well. A steel band have been booked to play from 7.30pm to 10pm with a Disco for the remainder of the evening.
7. **Community Matters: None**
8. **Charndon Parish Council:** The ramps around the disabled access have been fitted and they look in keeping with the surrounding.
9. **Correspondence: None**
10. **Any Other Business:** In view of only 4 members being at the meeting, Sandra to clarify whether that is enough to pass the matters minuted here. **She can confirm** that the constitution states "One third of the total committee members with power to vote shall form a quorum". Therefore the meeting of 4 can adopt Beverley as Premises Licence Holder and any other matters discussed.

The meeting closed at 9.30pm

The date of the next meeting was agreed **for Monday 8th September at 7.45pm.**