



Charity registration number 296856
www.charndon.com

Committee meeting held in the Community Centre
Monday 30th June 2008

The Minutes

Meeting attended by: Sarah, Sally, John, Bev, Anne, Bronwen, Sandra, Chris and Clare.

1. **Apologies.** Martin

2. **Approval of Minutes of last meeting.** Signed and approved as a true record.

3. **Actions Arising.**

Premises Licence: It was agreed that we need to clarify a number of points about this, and initially Sandra will look at the paperwork and report. It was confirmed that Andy felt he did not have time to be involved in the CCA and regrettably did not think he could act as the Premises Licence Holder. Beverley said that provided we clarified the role properly she would consider taking this on.. Sandra had noticed from the copy of the premises licence that it did not cover any events on a Sunday and we urgently needed to clarify this as we do sometimes have Church and party event bookings during the daytime. She will speak to the Licensing person at Aylesbury Vale Council and report back. John who should not now be the named licence holder said he would allow us 3 months to find someone, which was appreciated as he should have been replaced at the end of 2006!! **Actions: Sandra K**

Marquee: Sarah asked for clarification about the Wedding marquee to be erected on Sat 23rd August, whether it came under the regulations of the hall and our premises Licence or how it was covered regarding capacity and CCA liability. 85 people in daytime with **200** in the Evening. **Sandra** to find out. A deposit of £250 to be made instead of our usual £50 and the hall hire should be at an all day Saturday rate.

Hire of Hall: there are various points we need to clarify regarding our conditions of hire, such as whether we want to allow or not, 18th and 21st Birthday parties, private outside village **licenced** events or public events. We may decide to have a sub-committee make sure we are fully aware and complying with all the legal requirements under both our Premises Licence, Temporary Event Notices and Hire Agreement. It is also urgent that we review and update our hire agreement in line with current regulations and guidelines. It was agreed that we would ensure that this is done as soon as possible. **Sandra** to look at information she has and pass any relevant information leaflets to Sarah and Clare.

Action: Urgent by Committee to deal with all above points, and **Sandra K** to look for draft hire agreement and CD we obtained from Bucks Community Action when Catherine was Bookings Secretary and information leaflets.

4. **Finance:** Treasurer on holiday so no figures. 100 Club balance is £1606.80

5. **Feedback on Recent Events:**

Quiz Night – Cancelled due to lack of numbers prior to event.

6. **Future Events:**
 - Caribbean Evening;** Sub-committee working well on this event. At time of meeting 45 tickets reserved. Steel Band cannot be booked until approximately 80 tickets have been sold. Advert to be put in Life Together.
 - Youth Club Rounders & BBQ:** Note that this is on the 11th July and not the 18th.
 - Maintenance Day: Set for 9th August, committee to ask as many people from village as possible to help.**
7. **Community Matters: None**
8. **Charndon Parish Council:** It was noted that youngsters are riding bikes over the edges of the ramp for disabled access and the council have said that the bars will be fitted over the next few weeks.
9. **Correspondence: None:**
10. **Any Other Business:**
 - 1) **Crockery:** The committee approved the purchase of additional crockery and cutlery to bring the number up to 100 and also the purchase of cups and saucers as various hirers have requested these rather than the mugs that currently in the cupboard. Chris has kindly costed these and will purchase them for us.
 - 2) **Plastic chairs:** Approved purchase of 25 plastic chairs for use on the patio area at a cost of £150.
 - 3) **Youth Club** now have a new pool table purchased from a recent grant.
 - 4) **Bookings: Sandra** to hold phone and diary whilst Sarah is on holiday 19th – 31st July.
Post of Bookings Secretary: Sarah and Clare gave notice that they wished to resign from the position of Bookings Secretary/ Assistant as soon as possible. After discussion about our finances and current strength of regular bookings, it was felt that we could advertisement for a replacement as a paid job. An advert to go in Life Together. **Action: To be discussed further by committee**
 - 5) **New year Event Hire Enquiry:** After discussion it was agreed that we should not allow a booking for a New Year's Eve Public Event as the risk of breaches of our licences and public nuisance was more likely than with our usual private New Year event.
 - 6) **Terry Coates Collection:** Terry whose home in the village was burnt down was likely to live away from the village for some considerable time yet, and Beverley asked Sandra if she would speak to Terry's work colleague about his gift from the money collected by some villagers. **Action: Sandra to report back**

The meeting closed at 10.05pm

The date of the next meeting was agreed for **Monday 28th July at 7.30pm.**