

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 7.30pm on 1<sup>st</sup> March 2011, The Queen's Head, East Clandon

Present: Mr Arthur Hunking (AH) – chairman  
Mrs Bug Robertson (BR)  
Mr James Culmer (JC)  
Mrs Alexandra Elson (AE)

Apologies: Mr John Herbert (JH)  
Mr Bob Laycock (BL)

<b>1. Minutes of the Previous Meeting</b>	
<ul style="list-style-type: none"> <li>The minutes of the previous meeting (12<sup>th</sup> October) were formally approved and signed by the Chairman.</li> </ul>	
<b>2. Matters Arising</b>	
<ul style="list-style-type: none"> <li>BR to put up notices to show location of fire exits. In progress.</li> </ul>	BR
<b>3. Management Task Update</b>	
<ul style="list-style-type: none"> <li>Asbestos Inspection report has been prepared by John Leader and a copy provided to AE for filing.</li> </ul>	AH
<ul style="list-style-type: none"> <li>AH and AE went through existing certificates. Progress continues to consolidate these into one place (which will reside with AE file).</li> </ul>	AH/AE
<ul style="list-style-type: none"> <li>AH to ask Peter Shaw if he cleans the Village Hall windows.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Management Tasks sheet has been revised and shortened.</li> </ul>	
<b>4. Equipment Review</b>	
<ul style="list-style-type: none"> <li>"Sausage" draught excluder to be made for fire exit door to main hall.</li> </ul>	AE
<ul style="list-style-type: none"> <li>Equipment Servicing Record has been revised.</li> </ul>	
<ul style="list-style-type: none"> <li>3-monthly check on portable equipment to be undertaken in March.</li> </ul>	BR/AH
<ul style="list-style-type: none"> <li>Liaise with pub in jointly appointing an electrician for the 3-yearly inspection of portable equipment which is due in 2011.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Electrician to be appointed to carry out the 3-yearly inspection of wall uprights and chimney downlights (due now), and to carry out any essential remedial work on the electrical wiring system (ref 2007 inspection report).</li> </ul>	AH
<ul style="list-style-type: none"> <li>Arrange for annual service and inspection of gas water heater and central heating boiler.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Arrange for annual inspection of fire safety equipment.</li> </ul>	AH

<b>5. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>AH presented the financial report for year to date, as kindly provided by JH in advance of the meeting. Total cash in the bank currently stands at £10,746.</li> </ul>	
<ul style="list-style-type: none"> <li>Report to the Charities Commission has been filed.</li> </ul>	
<b>6. Hall Promotion and Bookings</b>	
<ul style="list-style-type: none"> <li>Hall bookings continue to do well. There are currently 3 yoga classes.</li> </ul>	
<ul style="list-style-type: none"> <li>Hall has been booked as a polling station for 5<sup>th</sup> May AV Referendum.</li> </ul>	
<ul style="list-style-type: none"> <li>AGM to be scheduled for (possibly) 1<sup>st</sup> week in May. Notice to go out by 1<sup>st</sup> April. AH to check with JH that accounts can be prepared in time.</li> </ul>	AH/JH
<ul style="list-style-type: none"> <li>Hall hiring rates will remain the same in 2011. Price review to be discussed in Q1 2012.</li> </ul>	
<b>7. Hall Projects</b>	
<ul style="list-style-type: none"> <li>JH to obtain quote for painting outside and inside of Hall.</li> </ul>	JH
<ul style="list-style-type: none"> <li>AH will seek advice from handyman on options for updating kitchen with industrial strength units.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Upgrading flat roof to be discussed during subsequent meetings.</li> </ul>	
<b>8. AOB</b>	
<ul style="list-style-type: none"> <li>List of Village Hall key holders has been updated.</li> </ul>	
<ul style="list-style-type: none"> <li>Village Hall Committee contacts list has been updated.</li> </ul>	
<ul style="list-style-type: none"> <li>There are two filing cabinets in the Village Hall. AH and AE to investigate whether both are required.</li> </ul>	AH/AE
<ul style="list-style-type: none"> <li>Village Hall meeting minutes can be stored electronically on the Village website. AE to liaise with Peter Smart about uploading. Having an area on the Village website which only Committee Members can access is possible but requires software to be downloaded onto each Committee Member's computer which may render this option impractical.</li> </ul>	AE
<ul style="list-style-type: none"> <li>There is a bad smell (damp) in the kitchen area. AH to ask handyman to look into it.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Guildford in Bloom certificates (x 9) to be hung in Hall.</li> </ul>	BR
<b>9. Date of Next Meeting</b>	
<ul style="list-style-type: none"> <li>AGM in May (date TBD)</li> </ul>	

Meeting closed at 9.30pm