

## EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 8pm on 12<sup>th</sup> October 2010, The Queen's Head, East Clandon

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

Apologies: Mr Bob Laycock (BL)

<b>1. Minutes of the Previous Meeting</b>	
<ul style="list-style-type: none"> <li>The minutes of the meeting held on 18<sup>th</sup> May 2010 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.</li> </ul>	BR
<b>3. Management Task Update</b>	
<ul style="list-style-type: none"> <li>AH and John Leader have carried out the asbestos check. John is to prepare and provide a certificate (AH to chase).</li> </ul>	AH
<ul style="list-style-type: none"> <li>Following an investigation into whether there would be a saving by joining the new village LPG circulation, it was decided not to proceed on economical grounds made on the basis of the small amount of gas consumed at the hall.</li> </ul>	
<ul style="list-style-type: none"> <li>AH to ask Peter Shaw if he would clear the guttering and flat roof of leaves.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Annual check required to ensure certificates (e.g. for boiler, fire, appliances) are still valid.</li> </ul>	AH/AE
<b>4. Equipment Review</b>	
<ul style="list-style-type: none"> <li>JC to source draught excluder for fire exit door to main hall.</li> </ul>	JC
<ul style="list-style-type: none"> <li>AH and AE to update equipment review schedule</li> </ul>	AH/AE
<b>5. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>AH thanked JH for promptly circulating the financial report for year to date. Total cash in the bank currently stands at £10,658.67.</li> </ul>	
<ul style="list-style-type: none"> <li>Report to the Charities Commission needs to be filed by the end of the year.</li> </ul>	JH/AH
<b>6. Hall Promotion and Bookings</b>	

<ul style="list-style-type: none"> <li>• Hall bookings continue to be regular.</li> <li>• A formal request was made to the Village Hall Committee by JC on behalf of FROST for the purchase of an extra 30 chairs for the Hall. The rationale being the burdensome time and effort required in loaning and transporting chairs from West Clandon Village Hall each time there is a large FROST event in the Hall. The Committee was previously approached by FROST on this matter, but declined at the time on the basis that it didn't make economical sense for the Hall to make the purchase on behalf of a user and where it was unlikely to recover the costs. However, in the spirit of community, the Committee is willing to consider jointly procuring the chairs with FROST given that the FROST events are fund raising activities and therefore important to the village and its inhabitants. AH to discuss with the Chairman of FROST. JC to investigate the current price of chairs.</li> </ul>	AH / JC
<b>7. AOB</b>	
<ul style="list-style-type: none"> <li>• The list of those holding Village Hall keys was updated and will be circulated to the Committee</li> </ul>	AE
<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 during the equipment review.</li> </ul>	AH/AE
<ul style="list-style-type: none"> <li>• AE to investigate whether Village Hall minutes can be stored electronically on the Village website.</li> </ul>	AE
<ul style="list-style-type: none"> <li>• Future projects to be discussed at next meeting: <ul style="list-style-type: none"> <li>➤ Upgrading flat roof</li> <li>➤ Updating the kitchen (consider in February 2011)</li> <li>➤ Paint window frames (review February 2011)</li> </ul> </li> </ul>	
<b>8. Date of Next Meeting</b>	
<ul style="list-style-type: none"> <li>• Tuesday 8<sup>th</sup> February 2011 at 8pm in The Queen's Head</li> </ul>	

Meeting closed at 9.30pm