

## EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 8.30pm on 18<sup>th</sup> May 2010  
at 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 Alison Woolgar (AW) – standing in for AE

Apologies: Mr Bob Laycock (BL)  
Mrs Alexandra Elson - secretary (AE)

### 1 Minutes of the Previous Meeting

- The minutes of the meeting on the Tuesday 23<sup>rd</sup> February 2010 were approved (as amended) and signed by the Chairman.

### 2 Matters Arising

BR to put up notices to show location of fire exits.

BR

### 3 Management Task Update

- AH and John Leader to complete asbestos check.
- AH confirmed 2 x gas bottles bought.
- AE to check whether there is a gas saving by joining the new village LPG circulation.
- Cleaning continues thanks to Margi – no complaints
- Guttering and flat roof cleared – thanks to Peter Shaw – cost £25

AE

### 4 Equipment Review

AW confirmed new kitchen equipment purchased and reimbursed – total cost £309.80.  
BR reporting positive feedback from hirers.

JC to source draught excluder for fire exit door to main hall.

JC

### 5 Treasurer's Report & Financial issues

AH thanked JH for promptly circulating accounts.  
JH provided a financial report for year to date was discussed. The anomalies are largely relating to timing. The insurance premium is due.

Income is up due to strong bookings and the fete donation.

### 6 Hall Promotion & Bookings

- BR advised that bookings continue to thrive with May set to be a bumper month.
- The Pilates class on a Friday at 9.30 resumes. Wayne will hold key.

## 7 Any other Business

- Two possible future projects were raised:-
  - upgrading the flat roof – repair on fail
  - Updating the kitchen – to consider in Feb 11 – NB. Grant info.
  - Painting window frames – to review in Feb 11 – not currently rotting.
- Sybilla Tindale thanked for mending torn stage curtain.
- AH and AE to update equipment review schedule. AH/AE
- Heating – currently BR communicates to BL the bookings and he sets the heating. BR emails Iona Laycock with any last minute bookings. Despite the time of the year, this needs to keep up as it is still cold. BR/BL

## 8 Date of Next Meetings (as amended)

Tuesday 12<sup>th</sup> Oct 10 at 8pm at The Queen's Head

Meeting closed at 9.15 pm

Drinks AW/BR