

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 8pm on 14th September 2011, The Queen's Head, East Clandon

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

Apologies: Mr Bob Laycock (BL)

1. Minutes of the Previous Meeting	
<ul style="list-style-type: none"> The minutes of the previous meeting (1st March) and AGM (7th May) were formally approved and signed by the Chairman. 	
2. Management Task Update	
<ul style="list-style-type: none"> Set date for the equipment inventory and visual electrical equipment inspection. 	BR
<ul style="list-style-type: none"> Ask Peter Shaw if he is happy to continue cleaning the Hall windows. 	BR
<ul style="list-style-type: none"> Contact Carol Cook re: hostess trolley. 	BR
3. Equipment Review	
<ul style="list-style-type: none"> JH to provide latest invoice for Boulter oil fired central heating boiler annual service to AE for filing. 	JH
<ul style="list-style-type: none"> Coincide portable electrical equipment test with pub. 	AH
<ul style="list-style-type: none"> Ask Gerald Electrician to carry out electrical fixtures and fittings inspection. 	AE
<ul style="list-style-type: none"> Fire equipment inspection was last carried out in December 2010. Invoice available. [AH to search files for certificate]. 	AH
4. Treasurer's report and financial issues	
<ul style="list-style-type: none"> JH will submit the annual report to the Charities Commission. The Committee thanks JH for the time he has given to this role. 	JH
5. Hall Promotion and Bookings	
<ul style="list-style-type: none"> The Hall continues to be well used. The Committee thanks BR for the time she has given to this role. 	
6. Hall Projects	
<ul style="list-style-type: none"> The Committee agreed that expenditure on hall projects will be allocated according to priority, with safety taking precedence. 	
<ul style="list-style-type: none"> AH will appoint a building surveyor to examine the roof, south elevation and the adjacent wall. 	AH
<ul style="list-style-type: none"> AH has received a quote for painting the hall. The decorator has provided a reasonable quote and comes highly recommended. Additional quotes were sought 	AH

but none have been forthcoming. On the basis of the quote received, AH will commission the painting of the external walls.	
<ul style="list-style-type: none"> AH will contact a tree surgeon to remove the dead cherry tree on site. 	AH
<ul style="list-style-type: none"> AH has obtained a reasonable quote for upgrading the kitchen units. Expenditure will be kept on hold pending the building survey report. 	AH
7. AOB	
<ul style="list-style-type: none"> The Committee formally asked AH to continue in his role as Chairman and he confirmed his willingness to act. The Committee thanks AH for his time and dedication to this role. 	
<ul style="list-style-type: none"> Signed Declarations of Acceptance of the Trust Deed by Committee members will be deferred to the next meeting. 	
<ul style="list-style-type: none"> Bob Laycock will retire from the VH Committee at the end of this financial year. The Committee thanks him for his services to the Committee. 	
<ul style="list-style-type: none"> JC has asked the PCC to note that he would prefer not to continue as their representative on the VH Committee beyond the AGM in April 2012. 	
8. Date of Next Meeting	
<ul style="list-style-type: none"> Wednesday 30th November 	

Meeting closed at 9.30pm