

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting held at 6.30 pm, 14 January 2016, Queen's Head, East Clandon

Present: Arthur Hunking (AH) – Chair, John Herbert (JH), Bug Robertson (BR), Barry Kiddell (BK)

Apologies: Alexandra Elson (AE), Jim Liddell (JL)

<b>1. Minutes of Previous Meeting</b>	Action
<ul style="list-style-type: none"> <li>• The minutes of the previous meeting (3 September 2015) will be discussed at the next meeting.</li> </ul>	
<b>2. Management Task Update</b>	
<ul style="list-style-type: none"> <li>• The replacement for the dead cherry tree is ongoing.</li> </ul>	
<ul style="list-style-type: none"> <li>• The inventory is to be arranged.</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>• Cleaning of the windows is to be arranged.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• The quarterly visual inspection of the electrical equipment is to be arranged.</li> </ul>	AH/BR
<b>3. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>• There has been an increase in donations (Fete) and income and so the cash balance has improved. Maintenance expenditure has increased due to the employment of a regular cleaner, and because maintenance and improvements to the fixed electrical installation had been undertaken.</li> </ul>	
<b>4. Hall promotion and bookings</b>	
<ul style="list-style-type: none"> <li>• The level of bookings was buoyant and being maintained and there had been very few complaints.</li> </ul>	
<b>5. AOB</b>	
<ul style="list-style-type: none"> <li>• AH reminded everybody of the purpose of the Village Hall Committee.</li> </ul>	
<ul style="list-style-type: none"> <li>• Possible improvements to the energy efficiency of the hall were discussed but it was agreed that due to limited time that the building is used and the impracticality of carrying out work to the existing structure this was not worth pursuing.</li> </ul>	
<ul style="list-style-type: none"> <li>• The previously identified work to the electrical installation had been carried out but it was decided that the other outstanding maintenance items would be looked at in early Spring with a view to possibly employing a handyman.</li> </ul>	AH/JH/BK
<ul style="list-style-type: none"> <li>• The Fire Risk Assessment had been carried out and the main issues raised had been resolved. The Fire Action Signs are to be fixed in place, and the Hall User Guide is to be amended.</li> </ul>	AH/BK
<ul style="list-style-type: none"> <li>• A draft general risk assessment was circulated for discussion at the next meeting.</li> </ul>	
<b>6. Date of next meeting</b>	
5 May 2016, 6.30pm.	