

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting held at 7pm, 15th March 2018

Present: Arthur Hunking (AH) – Chair
 Bug Robertson (BR)
 Barry Kiddell (BK)
 Alexandra Elson (AE)
 Daniel Felton (DF)

Apologies: John Herbert (JH)
 Jim Liddell (JL)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> • Minutes of the previous meeting (7 December 2017) were approved. 	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> • Quarterly visual inspection of electrical equipment was carried out. 	
<ul style="list-style-type: none"> • Check gas cylinders. 	AH
<ul style="list-style-type: none"> • Arrange gutting clearing and cleaning windows. 	AH
3. Treasurer's Report	
<ul style="list-style-type: none"> • Hall finances are in order. 	
4. Hall Promotion and Bookings	
<ul style="list-style-type: none"> • The level of bookings remains steady. 	
5. AOB	
<ul style="list-style-type: none"> • Consultation underway with residents of St Thomas' Drive regarding appropriate parking signage. 	DF
<ul style="list-style-type: none"> • BK investigated options for re-landscaping the surrounds of the hall. The costs appear to be prohibitive at this time. 	
<ul style="list-style-type: none"> • The filing cabinets will be assessed, with a view to procuring two new smaller cabinets for storing in the kitchen cupboard. 	BK
<ul style="list-style-type: none"> • Contact the Surrey History Centre to seek its interest in historical financial records. 	AE
<ul style="list-style-type: none"> • The heating system was cleaned out and the pump was replaced on the boiler. DF will install a lockable cabinet to prevent hall users from adjusting the heating settings. 	DF
<ul style="list-style-type: none"> • The risk assessment and user guide have been updated. The updated user guide is in the kitchen. 	
6. Date of next meeting: 24 th May 2018	