

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 4th October 2018

Present: Arthur Hunking (AH) – Chair
John Herbert (JH)
Bug Robertson (BR)
Alexandra Elson (AE)

Apologies: Barry Kiddell
Daniel Felton
Jim Liddell (JL)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none">Minutes of the previous meeting (24th May 2018) were approved.	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none">Undertake quarterly visual inspection of electrical equipment.	AH
<ul style="list-style-type: none">Arrange portable appliance testing	AH
<ul style="list-style-type: none">Check gas cylinders and oil level.	AH
<ul style="list-style-type: none">Add dog policy to User Guide.	BK
<ul style="list-style-type: none">Hall hiring rate review: Committee agreed not to increase the rates.	
<ul style="list-style-type: none">BR to contact JL regarding a revised heating rota	BR
<ul style="list-style-type: none">Water heater has been serviced	
<ul style="list-style-type: none">Oil fired boiler needs servicing	AH
<ul style="list-style-type: none">Check gas cylinder levels	AH
3. Treasurer's Report	
<ul style="list-style-type: none">Hall finances are in order. Total income stood at £2,584, expenses were £1,667 as of 1st September. Total cash stood at £15,950. Charity Commission report is ready to be submitted.	JH
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">The Committee wishes to express its gratitude and thanks to Mr Peter Smart for his kind donation to the hall of a photograph of the 2012 Olympics Men's Cycle Road Race as it passed by East Clandon.	
<ul style="list-style-type: none">Guildford Borough Council: submit end of project form	AE
<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. Ongoing because of General Data Protection Regulation (GDPR) (EU) 2016/679.	Parish Council
<ul style="list-style-type: none">Contact the Surrey History Centre to seek its interest in historical financial records. Awaiting Parish Council resolution of their files.	AE
<ul style="list-style-type: none">Install lockable cabinet surrounding heating settings.	DF
<ul style="list-style-type: none">Apply for planning permission for front outside area of hall and explore possibly grant funding from GBC.	AE, BK
6. Date of next meeting: 6.30pm, 7th February 2019	