

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting, 28<sup>th</sup> November 2019

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

Apologies: Barry Kiddell (BK)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> <li>• Minutes of the previous meeting (5<sup>th</sup> September 2019) were approved.</li> </ul>	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> <li>• Regular visual inspections of electrical equipment due in December.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Arrange gutter clearing.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• The heating programmer has been secured to avoid interference. Keys will be cut for Committee members.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Procure a new microwave.</li> </ul>	BK
<ul style="list-style-type: none"> <li>• Risk assessments and user guide were updated in October 2019.</li> </ul>	
<ul style="list-style-type: none"> <li>• The Committee has been made aware that some users of the hall have been locking the door from the inside. This should not occur for safety reasons. The risk assessment and user guide will be updated to reflect this.</li> </ul>	
<ul style="list-style-type: none"> <li>• Replace child safety catch on the cupboard under the sink.</li> </ul>	BK
<ul style="list-style-type: none"> <li>• The Committee has assessed hiring rates in other comparable halls. The village hall hiring rate is good value for money, but it is important to ensure the hall remains competitive, particularly given the lack of car parking space. Now that the heating should be under control, the Committee will assess at the 2020 AGM whether there is a need to make a modest seasonal increase in rates to compensate for winter heating costs.</li> </ul>	All
3. Treasurer's Report	
<ul style="list-style-type: none"> <li>• Cash balance stood at £14,602 (not reconciled to today's date). Income-to-date £4,477. Outgoings £6,574. Deficit due to maintenance expenditures.</li> </ul>	
4. Hall Promotion and Bookings	
<ul style="list-style-type: none"> <li>• Hall bookings are steady.</li> </ul>	
5. AOB	
<ul style="list-style-type: none"> <li>• A sign asking people not to stack chairs in front of the side stage exit has been fixed to the stage door. Monitor whether it is effective.</li> </ul>	
<ul style="list-style-type: none"> <li>• Chase Surrey History Centre re its interest in historical financial records.</li> </ul>	AE
<ul style="list-style-type: none"> <li>• Explore funding for improving the garden and repainting inside.</li> </ul>	AE & BK
<ul style="list-style-type: none"> <li>• The stage curtains have been replaced.</li> </ul>	
<ul style="list-style-type: none"> <li>• Jim Liddell has stepped down from the Committee and the Committee thanks him for his support and service.</li> </ul>	
6. Date of next meeting: 6 <sup>th</sup> February 2020	