

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 7th March 2019

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

Apologies: Jim Liddell (JL)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> • Minutes of the previous meeting (4th October 2018) were approved. 	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> • Last visual inspection of electrical equipment took place in November 2018. Schedule next inspection. 	DF
<ul style="list-style-type: none"> • Arrange portable electrical appliance testing. 	AH
<ul style="list-style-type: none"> • Gas and oil supplies have been replenished. 	
<ul style="list-style-type: none"> • Install a box to prevent hall users from changing the heating setting. 	DF
<ul style="list-style-type: none"> • Ensure heating is set on a weekly basis. 	JL
<ul style="list-style-type: none"> • Use tape to demarcate the stage area adjacent to side access stairs to make people aware to avoid stacking chairs in the area. 	JH / BK
<ul style="list-style-type: none"> • Oil fired boiler needs servicing. 	AH
<ul style="list-style-type: none"> • Arrange gutter clearance. 	AE
<ul style="list-style-type: none"> • Fire equipment serving was carried out January 2019. 	
3. Treasurer's Report	
<ul style="list-style-type: none"> • Hall finances are in order. Total income stood at £5,186. Expenses were £4,039 year-to-date. Total surplus for the year £1,146. 	
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 filing cabinets will be assessed, with a view to procuring two new smaller cabinets for storing in the kitchen cupboard. BK and AE will liaise with new Parish Council secretary. 	BK & AE
<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"> • Explore possibilities for funding the proposed improvements to the outside garden areas of the hall. 	AE, BK, DF
<ul style="list-style-type: none"> • The Hall Committee gratefully accepts the kind offer from David and Gwen Jones of 12 new chairs for the hall. 	
<ul style="list-style-type: none"> • Identify areas requiring preventative maintenance. 	BK, JH
<ul style="list-style-type: none"> • Look into installing a sensor light outside the front door 	BK, JH
6. Date of next meeting: 7pm, 9th May 2019	