

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 9th May 2019

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

Apologies: Jim Liddell (JL)
Daniel Felton (DF)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none">Minutes of the previous meeting (7th March 2019) were approved.	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none">Carry out inventory (late June)	All
<ul style="list-style-type: none">Conduct regular visual inspections of the hall, including electrical equipment.	BK / JH
<ul style="list-style-type: none">Arrange annual portable electrical appliance testing.	AH
<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">Resolve heating programming.	AH / JH / BK
<ul style="list-style-type: none">Arrange servicing of oil-fired boiler.	AH
<ul style="list-style-type: none">The servicing of fire equipment was carried out in January 2019.	
3. Treasurer's Report	
<ul style="list-style-type: none">Hall finances are in order. Refer to the AGM 2019 minutes.	
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">Erect a sign asking people not to stack chairs in front of the side stage exit. Monitor the need to demarcate the area as well.	JH / BK
<ul style="list-style-type: none">Large filing cabinets have been moved from the stage to the cupboard. Assess the need for the small cabinet and if not required dispose.	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.	BK & 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">Address the maintenance of the grass to the rear of the hall.	AH
<ul style="list-style-type: none">A sensor light has been installed outside the front door.	
6. Date of next meeting: 6.30pm, 5th September 2019	