

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 24th May 2018

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

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

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> • Minutes of the previous meeting (15 March 2018) were approved. 	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> • Undertake annual equipment inventory. 	AH, BR, AE, BK
<ul style="list-style-type: none"> • Undertake quarterly visual inspection of electrical equipment. 	AH
<ul style="list-style-type: none"> • Check gas cylinders and oil level. 	AH
<ul style="list-style-type: none"> • Arrange window cleaning. 	AH
<ul style="list-style-type: none"> • Combine Equipment Servicing and Maintenance Lists. Add annual review of the Fire and General Risk Assessments and User Guide. 	AE
<ul style="list-style-type: none"> • Add dog policy to User Guide. 	BK
3. Treasurer's Report	
<ul style="list-style-type: none"> • Hall finances are in order. Total cash stood at £13,605 as of today. 	
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"> • 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"> • DF will install a lockable cabinet to prevent hall users from adjusting the heating settings. 	DF
<ul style="list-style-type: none"> • Parish Council have appointed a contractor to maintain the front lawn of the hall. The committee will make enquiries regarding maintenance of the back lawn and hedge. 	BR
<ul style="list-style-type: none"> • BK and JH to liaise with Guildford Borough Council regarding the final accounting of the grant funds. 	BK, JH
<ul style="list-style-type: none"> • The Committee will carry out a review of hiring charges in other similar local halls, with a view to a possible revision of the hall hiring rates. 	BR
6. Date of next meeting: 6.30pm, 6 th September 2018	