

## EAST CLANDON VILLAGE HALL COMMITTEE

**Minutes of the meeting held at 8pm on 30<sup>th</sup> November 2011 at The Queen's Head, East Clandon**

Present: Mr Arthur Hunking (AH) - Chairman  
Mrs Bug Robertson (BR)  
Mr John Herbert (JH)  
Mr James Culmer (JC)  
Mrs Alexandra Elson (AE)

Apologies: Mr Bob Laycock

<b>1. Minutes of the Previous Meeting</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• Minutes of the previous meeting (14<sup>th</sup> Sept) were approved and signed by the Chairman.</li> </ul>	
<b>2. Management Task Update</b>	
<ul style="list-style-type: none"> <li>• The water heater and boiler have been repaired and the boiler has been serviced.</li> <li>• The 3-yearly inspection of the portable electrical equipment has been undertaken.</li> <li>• A quantity surveyor confirmed that some roof slip was taking place at the far end of the hall and advised action to be taken. The Committee has authorised approximately £1500 for the repairs and re-decoration. This will be carried out in December 2011.</li> <li>• The external painting of the hall will be carried out in April 2012.</li> <li>• The ladies' toilet has a new toilet roll holder, and the Committee is considering a full cistern replacement. The handle in the gents has been fixed.</li> <li>• The dead cherry tree will be removed and the Committee will decide on its replacement in the spring.</li> </ul>	<p>AH AH/JH</p>
<b>3. Equipment Review</b>	
<ul style="list-style-type: none"> <li>• An equipment inventory was carried out in September 2011.</li> <li>• The Equipment Review sheet will be updated to reflect that BTU is now being used for both boiler and water heater servicing, and that the electrical surveys have been amalgamated.</li> <li>• The Committee and FROST have jointly purchased additional chairs: the total now stands at 100.</li> <li>• Two new kettles have been purchased.</li> <li>• The front door mat needs replacing.</li> </ul>	<p>AE  AH/BR</p>
<b>4. Treasurer's report and financial issues</b>	
<ul style="list-style-type: none"> <li>• The Hall has sufficient funds to pay for the current necessary projects concerning building and maintenance.</li> </ul>	
<b>5. Hall promotion and bookings</b>	
<ul style="list-style-type: none"> <li>• November was a busy month. Wednesday pilates classes have now finished and Friday classes are postponed until April 2012.</li> </ul>	
<b>6. AOB</b>	
<ul style="list-style-type: none"> <li>• The Committee had a useful discussion reminding the point that hirers who intend to sell alcohol are required to apply to Guildford Borough Council for a temporary events licence.</li> <li>• Signing declaration of acceptance of Trust Deed. AE to ask Peter Smart for the proforma.</li> </ul>	<p>AE</p>
<b>7. Date of next meeting: Weds 29<sup>th</sup> February 2012</b>	

A Elson, Secretary