

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 8pm on 29<sup>th</sup> February 2012 at The Queen's Head, East Clandon

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

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> <li>• The minutes of the previous meeting (30<sup>th</sup> Nov) were approved and signed by the Chairman.</li> </ul>	
2. Management Task Update	
<ul style="list-style-type: none"> <li>• The roof has been repaired in accordance with the surveyor's report.</li> </ul>	
<ul style="list-style-type: none"> <li>• The dead cherry tree has been removed. It is hoped that a suitable replacement will be planted within the next few weeks.</li> </ul>	
<ul style="list-style-type: none"> <li>• The cistern in the ladies toilet has been replaced.</li> </ul>	
<ul style="list-style-type: none"> <li>• The external front door mat will not be replaced for the time being. The need for a replacement will be reviewed at the next meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>• AH will reconfirm arrangements with the painter regarding the external painting of the hall.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• AH will liaise with Pete Shaw regarding the gutter clearance.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Users of the hall have complained that the hall has been cold on occasion. Usage of the thermostat is not optimal and energy consumption this year has been much greater than in previous years. This has had a significant impact on hall income (see Treasurer's report). The Committee will investigate and monitor the situation before deciding what action to take.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• A draft excluder for the emergency exit will be donated to the hall.</li> </ul>	AE
3. Equipment Review	
<ul style="list-style-type: none"> <li>• The kitchen water heater is not functioning properly and will be replaced w/c 5 March.</li> </ul>	
<ul style="list-style-type: none"> <li>• The quarterly visual inspection of equipment will be carried out in March.</li> </ul>	AH
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> <li>• Income continues to be steady but the recent capital expenditure has reduced financial reserves by 50%. The Committee will continue to carefully assess projects that demand capital expenditure, and will explore grant opportunities where appropriate.</li> </ul>	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> <li>• Hall bookings have continued to be regular. There are a high number of bookings for March.</li> </ul>	
6. AOB	
<ul style="list-style-type: none"> <li>• Committee members signed the declaration of acceptance of office as members of the Hall Committee.</li> </ul>	
<ul style="list-style-type: none"> <li>• A number of hall users have requested a working clock in the hall. AH will look into this.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• James Culmer and Bob Laycock will leave the Committee in March. The Chairman formally thanked both members for their services to the Committee. Jim Liddell will join the Committee at the AGM.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>7. Date of next meeting and AGM:</b> 8pm Weds 23<sup>rd</sup> May 2012 in the Village Hall. AE will post a notice on the village notice board at least 14 days in advance of the meeting.</li> </ul>	AE

A Elson, Secretary