

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 8pm on 3rd October 2012, Queen's Head, East Clandon

Present: Mr Arthur Hunking (AH) - Chairman
Mrs Bug Robertson (BR)
Mrs Alexandra Elson (AE)

Apologies: Mr John Herbert (JH)
Mr Jim Liddell (JL)

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> • The minutes of the previous meeting (23rd May 2012) were approved and signed by the Chairman. 	
2. Management Task Update	
<ul style="list-style-type: none"> • A replacement for the dead cherry tree is still being investigated. 	AH
<ul style="list-style-type: none"> • External painting and wood rot remedial work was carried out in September. One window had to be replaced. The guttering was cleared at the same time. 	
<ul style="list-style-type: none"> • An inventory was undertaken in September 2012. 	
<ul style="list-style-type: none"> • Oil tank security is being addressed. 	AH/JL
<ul style="list-style-type: none"> • Hall cleaning: the current regular cleaning arrangement for the Hall will cease next month. A plan for continuing this service has been agreed by the Committee and will be reviewed at the next meeting. 	
3. Equipment Review	
<ul style="list-style-type: none"> • The annual service for the oil-fired central heating boiler is due in November. 	AH
<ul style="list-style-type: none"> • Undertake Q3 visual inspection of electrical equipment. 	AH/BR
<ul style="list-style-type: none"> • Arrange annual professional inspection of portable equipment. 	AH
<ul style="list-style-type: none"> • Arrange annual fire equipment inspection. 	AH
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • JH provided the financial paperwork in advance of the meeting. Total cash stood at £9,440 on 17th September 2012. £3006 will be deducted from this for the recent repairs carried out to the Hall. • The Committee thanks the organisers of the Village Fete and the ECPC for their kind donations. 	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> • Hall bookings continue to be regular with a bumper month in July (revenue amounted to £446). 	
6. AOB	
<ul style="list-style-type: none"> • The missing trestle table has been found. 	
7. Date of next meeting: 7pm Thursday 7 th February 2012	