

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 8pm, 28th May 2013, Queen's Head, East Clandon

Present: Mr Arthur Hunking (AH) - Chairman
Mr John Herbert (JH)
Mrs Bug Robertson (BR)

Apologies: Mr Jim Liddell (JL)
Mrs Alexandra Elson (AE)

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> • The minutes of the previous meeting (7th February 2013) 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"> • Organise guttering clearing and window cleaning. 	AH
<ul style="list-style-type: none"> • Oil tank security is being addressed. 	AH
<ul style="list-style-type: none"> • Hall cleaning: a new cleaner has been found and will be appointed as soon as possible 	AH
3. Equipment Review	
<ul style="list-style-type: none"> • The water heater annual service to be arranged. 	AH
<ul style="list-style-type: none"> • Annual professional inspection of portable equipment was carried out in April. Next inspection due April 2014. 	AH
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • Total cash stood at £6,289. Expenditure exceeded income for the period, but it is expected that this will improve over the next two quarters. 	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> • Hall bookings continue to be regular and look set to increase. 	
<ul style="list-style-type: none"> • Increased charges started from 1st April. 	
6. AOB	
<ul style="list-style-type: none"> • The fire exit door closing mechanism will be looked into. 	AH/JH
<ul style="list-style-type: none"> • The front door was difficult to open and has been corrected. 	JH
<ul style="list-style-type: none"> • The "Village Hall" sign needs replacing. 	AH
<ul style="list-style-type: none"> • The Committee has agreed that Cherry Trees can use the Village Hall as an emergency muster point should the need arise. BR has called John Evans to confirm. 	BR
<ul style="list-style-type: none"> • Keys: Bob's, Georgina's and Margaret S's keys have been handed in. 	AH/BR
7. Date of next meeting and AGM: 6.30pm, Thursday 3rd October 2013	