

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 8pm, 28<sup>th</sup> 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)

<b>1. Minutes of the Previous Meeting</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• The minutes of the previous meeting (7<sup>th</sup> February 2013) were approved and signed by the Chairman.</li> </ul>	
<b>2. Management Task Update</b>	
<ul style="list-style-type: none"> <li>• A replacement for the dead cherry tree is still being investigated.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Organise guttering clearing and window cleaning.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Oil tank security is being addressed.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Hall cleaning: a new cleaner has been found and will be appointed as soon as possible</li> </ul>	AH
<b>3. Equipment Review</b>	
<ul style="list-style-type: none"> <li>• The water heater annual service to be arranged.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• Annual professional inspection of portable equipment was carried out in April. Next inspection due April 2014.</li> </ul>	AH
<b>4. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>5. Hall promotion and bookings</b>	
<ul style="list-style-type: none"> <li>• Hall bookings continue to be regular and look set to increase.</li> </ul>	
<ul style="list-style-type: none"> <li>• Increased charges started from 1<sup>st</sup> April.</li> </ul>	
<b>6. AOB</b>	
<ul style="list-style-type: none"> <li>• The fire exit door closing mechanism will be looked into.</li> </ul>	AH/JH
<ul style="list-style-type: none"> <li>• The front door was difficult to open and has been corrected.</li> </ul>	JH
<ul style="list-style-type: none"> <li>• The "Village Hall" sign needs replacing.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	BR
<ul style="list-style-type: none"> <li>• Keys: Bob's, Georgina's and Margaret S's keys have been handed in.</li> </ul>	AH/BR
<b>7. Date of next meeting and AGM: 6.30pm, Thursday 3<sup>rd</sup> October 2013</b>	