

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 6.30pm, 3rd October 2013, Queen's Head, East Clandon

Present: Mr Arthur Hunking (AH) - Chairman
 Mr John Herbert (JH)
 Mrs Bug Robertson (BR)
 Mrs Alexandra Elson (AE)
 Mr Barry Kiddell (BK) - guest

Apologies: Mr Jim Liddell (JL)

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> • The minutes of the previous meeting (28th May 2013) were approved and signed by the Chairman. Welcome to BK as a guest to the meeting. 	
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 repairs, and window cleaning. 	AH/JH
<ul style="list-style-type: none"> • Oil tank security is being addressed. 	AH/JL
<ul style="list-style-type: none"> • A new cleaner has been hired. The hall was given a thorough clean on 3rd August. Maintenance cleaning takes place fortnightly. AE to confirm market rates. 	AE
3. Equipment Review	
<ul style="list-style-type: none"> • The annual service of the oil-fired central heating boiler will be arranged for November. 	AH
<ul style="list-style-type: none"> • The water heater annual service will take place on 17th October. 	
<ul style="list-style-type: none"> • The quarterly visual inspection of portable electrical equipment was carried out in October. 	
<ul style="list-style-type: none"> • The annual professional inspection of portable equipment was carried out in April. 	
<ul style="list-style-type: none"> • The annual fire equipment inspection will be carried out in December (B Tindale to arrange). 	
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • Total cash stood at £8,736. Expenditure exceeded income for the period, due to the village fete donation and hire income. Hall outgoings are typically low over the summer period. 	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> • Hall bookings have been regular and interest in the hall continues, confirming the acceptability of the recent rise in hall rates. 	
6. AOB	
<ul style="list-style-type: none"> • The fire exit door will be fixed by AH and JH. • The "Village Hall" sign will be repainted. • Keys: New key holders will be added to the list. • The damp patch on the outside wall adjacent to the boiler (street-side) will be investigated. The damp course appears to have failed in the men's' toilet. • A kitchen drawer will be replaced. • The stage curtain winding mechanism needs repairing. 	AH/JH AH AE/BR AH/BK JH BR
7. Date of next meeting:	
6.30pm, Thursday 6 th February 2014	