

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 7pm, 7th February 2013, Queen's Head, East Clandon

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

Apologies: Mr Jim Liddell (JL)

<b>1. Minutes of the Previous Meeting</b>	<b>Action</b>
<ul style="list-style-type: none"> <li>• The minutes of the previous meeting (3<sup>rd</sup> October 2012) 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/JL
<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>	BR
<b>3. Equipment Review</b>	
<ul style="list-style-type: none"> <li>• The annual service of the oil-fired central heating boiler was carried out in December.</li> </ul>	
<ul style="list-style-type: none"> <li>• The water heater annual service will be arranged for March.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• The quarterly visual inspection of portable electrical equipment was conducted in October 2012. Q4 to be arranged.</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>• Arrange annual professional inspection of portable equipment.</li> </ul>	AH
<ul style="list-style-type: none"> <li>• The annual fire equipment inspection was carried out in December 2012.</li> </ul>	
<b>4. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>• Total cash stood at £7,021. 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>• From 1<sup>st</sup> April, there will be a modest rise in hall hire fees to reflect increased running costs. The "village rate" will increase to £7 per hr, the normal hourly rate will increase to £10, and the all-day rate will increase to £40. The annual rent to the ECPC will increase to £165.</li> </ul>	
<b>6. AOB</b>	
<ul style="list-style-type: none"> <li>• The fire exit door needs replacing. AE will contact a carpenter in the first instance.</li> </ul>	AE
<ul style="list-style-type: none"> <li>• The front door is difficult to open and will be investigated by JH.</li> </ul>	JH
<ul style="list-style-type: none"> <li>• The "Village Hall" sign needs replacing and is in hand.</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 to call John Evans to confirm.</li> </ul>	BR
<ul style="list-style-type: none"> <li>• Keys: Check whereabouts of Bob's, Georgina's and Margaret S's keys.</li> </ul>	AH/BR
<b>7. Date of next meeting and AGM: 7.30pm, Thursday 23<sup>rd</sup> May 2013</b>	