

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)

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> • The minutes of the previous meeting (3rd October 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"> • Organise guttering clearing and window cleaning. 	AH
<ul style="list-style-type: none"> • Oil tank security is being addressed. 	AH/JL
<ul style="list-style-type: none"> • Hall cleaning: a new cleaner has been found and will be appointed as soon as possible 	BR
3. Equipment Review	
<ul style="list-style-type: none"> • The annual service of the oil-fired central heating boiler was carried out in December. 	
<ul style="list-style-type: none"> • The water heater annual service will be arranged for March. 	AH
<ul style="list-style-type: none"> • The quarterly visual inspection of portable electrical equipment was conducted in October 2012. Q4 to be arranged. 	AH/BR
<ul style="list-style-type: none"> • Arrange annual professional inspection of portable equipment. 	AH
<ul style="list-style-type: none"> • The annual fire equipment inspection was carried out in December 2012. 	
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • 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. 	
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"> • From 1st 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. 	
6. AOB	
<ul style="list-style-type: none"> • The fire exit door needs replacing. AE will contact a carpenter in the first instance. 	AE
<ul style="list-style-type: none"> • The front door is difficult to open and will be investigated by JH. 	JH
<ul style="list-style-type: none"> • The "Village Hall" sign needs replacing and is in hand. 	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 to call John Evans to confirm. 	BR
<ul style="list-style-type: none"> • Keys: Check whereabouts of Bob's, Georgina's and Margaret S's keys. 	AH/BR
7. Date of next meeting and AGM: 7.30pm, Thursday 23rd May 2013	