

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 6.30pm, 18<sup>th</sup> December 2014, Queen's Head, East Clandon

Present: Mr Arthur Hunking (AH) - Chairman  
Mrs Alexandra Elson  
Barry Kiddell  
Jim Liddell (JL)

Apologies: John Herbert  
Bug Robertson

| 1. Minutes of the Previous Meeting   | Action                      |
|--|-----------------------------|
| <ul style="list-style-type: none"> <li>• The minutes of the previous meeting (1<sup>st</sup> May 2014) were approved and signed by the Chairman.</li> </ul>  |                             |
| 2. Management Task Update  |                             |
| <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>• Oil tank security is being addressed.</li> </ul>  | AH / JL                     |
| 3. Equipment Review  |                             |
| <ul style="list-style-type: none"> <li>• The annual service of the oil-fired central heating boiler to be booked for February.</li> </ul>  | AH                          |
| <ul style="list-style-type: none"> <li>• Water heater needs to be serviced now.</li> </ul>   | AH                          |
| <ul style="list-style-type: none"> <li>• The quarterly visual inspection of portable electrical equipment due now.</li> </ul>  | AH                          |
| <ul style="list-style-type: none"> <li>• The annual professional inspection of portable equipment took place in May. Next due May 2015.</li> </ul>   | AH                          |
| <ul style="list-style-type: none"> <li>• Fire equipment inspection due. AH to check with Bruce Tindale to coincide with church inspection.</li> </ul>  | AH                          |
| 4. Treasurer's Report and Financial Issues   |                             |
| <ul style="list-style-type: none"> <li>• Hall funds look reasonably healthy. As of 18<sup>th</sup> December, total cash stood at £12,108.46.</li> </ul>  |                             |
| 5. Hall promotion and bookings   |                             |
| <ul style="list-style-type: none"> <li>• Hall income and bookings continue to be steady.</li> </ul>  |                             |
| 6. AOB   |                             |
| <ul style="list-style-type: none"> <li>• The fire exit door to be fixed by AH and JH.</li> <li>• A repairs schedule has been drafted and repairs will be carried out as appropriate.</li> <li>• The broken wall light will be replaced.</li> <li>• The Hall requires a risk assessment. JL kindly agreed to put one together. Review hiring policy.</li> </ul> | AH/JH<br><br>JH<br>JL / All |
| <b>7. Date of next meeting:</b> 6.30pm, Thursday 5 <sup>th</sup> March 2015  |                             |