

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 7pm, 6th February 2014, 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 (3rd Oct 2013) 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"> • Gutters cleared (organised by JH) 	
<ul style="list-style-type: none"> • Oil tank security is being addressed. 	AH
<ul style="list-style-type: none"> • Hall cleaning continues to be satisfactory. AE confirmed cleaners were paid market rates. 	
3. Equipment Review	
<ul style="list-style-type: none"> • The annual service of the oil-fired central heating boiler will be arranged (Feb). 	AH
<ul style="list-style-type: none"> • The water heater annual service took place on 17th October. 	
<ul style="list-style-type: none"> • The quarterly visual inspection of portable electrical equipment is due to take place. 	AH/BR
<ul style="list-style-type: none"> • The annual professional inspection of portable equipment to be arranged for April. 	AH
<ul style="list-style-type: none"> • The annual fire equipment inspection was carried out in December 2013 (B Tindale arranged). 	
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • Total cash stood at £9,346. Funds are sufficient to enable modest maintenance activities e.g. addressing damp patches and redecorating the affected areas. JH will circulate the building insurance policy to ensure the valuation is current. 	JH
5. Hall promotion and bookings	
<ul style="list-style-type: none"> • Hall bookings have been regular and a new class started in October. For all casual hires the Committee authorises BR to collect the hire fees at the time the key is collected. 	
6. AOB	
<ul style="list-style-type: none"> • The fire exit door to be fixed by AH and JH. • The "Village Hall" sign will be repainted – AH to ask B Tindale re: sign writer. • Damp patches on the outside wall to be investigated and repairs will be carried out as appropriate. • Kitchen drawers and the cupboard shelves to be repaired. • M Cook has kindly agreed to repair the stage curtain winding mechanism. • Various small repairs will be carried out when the weather improves. 	AH/JH AH AH/BK JH JH/BK
7. Date of next meeting and AGM: 7pm, Thursday 1st May 2014	