

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of the meeting held at 6.30pm, 3<sup>rd</sup> September 2015, Queen's Head, East Clandon

Present: Arthur Hunking (AH) – Chair  
 John Herbert (JH)  
 Bug Robertson (BR)  
 Barry Kiddell (BK)  
 Alexandra Elson (AE)

Apologies: Jim Liddell (JL)

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> <li>The minutes of the previous meeting (7<sup>th</sup> May 2015) were approved and signed by the Chairman.</li> </ul>	
2. Management Task Update	
<ul style="list-style-type: none"> <li>A <i>Magnolia grandiflora</i> will be purchased as a replacement for the dead cherry tree.</li> </ul>	AE
<ul style="list-style-type: none"> <li>Quarterly inventory required and date to be fixed. BR to send out an email re missing table cloths.</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>Central heating timer will need to be set for Autumn / Winter. BR / JL to liaise on weekly timetable.</li> </ul>	JL/BR
<ul style="list-style-type: none"> <li>Check gas tank inventory.</li> </ul>	AH
<ul style="list-style-type: none"> <li>Arrange gutter clearing and window cleaning.</li> </ul>	AH
3. Equipment Review	
<ul style="list-style-type: none"> <li>Book annual service of the oil-fired central heating boiler [<i>post meeting note: completed Oct 2015</i>].</li> </ul>	AH
<ul style="list-style-type: none"> <li>Book water heater service [<i>post meeting note: completed Oct 2015</i>].</li> </ul>	AH
<ul style="list-style-type: none"> <li>Quarterly visual inspection of portable electrical equipment now due. [<i>post meeting note: completed Oct 2015</i>].</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>Annual professional inspection of portable equipment now due (include dishwasher). [<i>post meeting note: completed Oct 2015</i>].</li> </ul>	AH
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> <li>Hall funds continue to be healthy. As of September 2015, total cash stood at £15,234.</li> </ul>	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> <li>Hall bookings continue to be regular although August was quiet due to the holidays.</li> </ul>	
6. AOB	
<ul style="list-style-type: none"> <li>The fire exit door needs fixing.</li> <li>VHC to review BK's fire safety risk assessment and instruction sheet for hirers, to which other risk-related matters will be added. Abridged version will be pinned up in the hall.</li> <li>A procedure for addressing complaints will be made clear to hall hirers.</li> <li>BK to circulate the "do to" list to the VHC. VHC agreed to procure the services of an electrician to address all electrical jobs, and a handyperson to address the rest. [<i>post meeting note: all electrical jobs on the list were addressed in October</i>]</li> </ul>	AH/JH  All  AH
7. Date of next meeting: 3 <sup>rd</sup> December 2015, 6.30pm	