

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of the meeting held at 7.30pm, 7th May 2015, Queen's Head, East Clandon

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

1. Minutes of the Previous Meeting	Action
<ul style="list-style-type: none"> The minutes of the previous meeting (18th December 2014) were approved and signed by the Chairman. 	
2. Management Task Update	
<ul style="list-style-type: none"> A <i>Magnolia grandiflora</i> will be purchased as a replacement for the dead cherry tree. 	AE
3. Equipment Review	
<ul style="list-style-type: none"> The annual service of the oil-fired central heating boiler to be booked. 	AH
<ul style="list-style-type: none"> Water heater service now due. 	AH
<ul style="list-style-type: none"> The quarterly visual inspection of portable electrical equipment now due. 	AH/BR
<ul style="list-style-type: none"> The annual professional inspection of portable equipment now due. 	AH
<ul style="list-style-type: none"> Annual fire equipment inspection was carried out in December. 	
4. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> Hall funds are healthy. As of March 2015, total cash stood at £12,540. 	
5. Hall promotion and bookings	
<ul style="list-style-type: none"> Hall bookings continue to grow, and regular bookings have increased. Discuss with Peter Smart advertising the regular classes on the village website. 	BR
6. AOB	
<ul style="list-style-type: none"> The fire exit door to be fixed by AH and JH. A repairs schedule has been drafted and repairs will be carried out as appropriate. The broken wall light was replaced, with thanks to JH. A ceiling light needs to be fixed. JH will investigate whether an electrician is required. The Hall requires a risk assessment. JL has been investigating good practice models and will liaise with AH on which to adopt. Link recommendations to the Management Tasks where appropriate. BK will investigate and liaise with AH on fire safety in the Hall. Review hiring policy. 	AH/JH JH JL / AH BK / AH
7. Date of next meeting: 6.30pm, Thursday 3 rd September 2015	