

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting held at 6.30pm, 6 October 2016, 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 Previous Meeting	Action
<ul style="list-style-type: none"> <li>• Minutes of the previous meeting (9 June 2016) were approved,</li> </ul>	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> <li>• Re-landscaping of outside surrounds of the hall is under consideration.</li> </ul>	
<ul style="list-style-type: none"> <li>• The inventory is to be arranged for Q4.</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>• Vokera water heater has had its annual service.</li> </ul>	
<ul style="list-style-type: none"> <li>• Boiler will be serviced mid-October.</li> </ul>	
<ul style="list-style-type: none"> <li>• 5-yearly electrical inspection to be booked in November (Warren Milton) (include the water heater in the men's toilet).</li> </ul>	AH
<ul style="list-style-type: none"> <li>• On a weekly basis BR will email the timings for the classes to JL to ensure the heating is timed accordingly.</li> </ul>	JL/BR
3. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> <li>• P&amp;L Statement Year-to 6<sup>th</sup> October: total income less expenses £1,341.38. The rates bill may vary.</li> </ul>	
4. Hall promotion and bookings	
<ul style="list-style-type: none"> <li>• The level of bookings is steady.</li> </ul>	
5. AOB	
<ul style="list-style-type: none"> <li>• The village hall sign has been replaced.</li> </ul>	
<ul style="list-style-type: none"> <li>• The Hall User Guide has been amended. A copy will be framed and hung in the hall vestibule, as well as posted on the village hall website.</li> </ul>	AE/BK
<ul style="list-style-type: none"> <li>• The Committee reviewed and approved the risk assessment and fire risk assessment.</li> </ul>	
<ul style="list-style-type: none"> <li>• The piano has been removed.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review of filing cabinets and contents, and stage area in general.</li> </ul>	AE/BK
<ul style="list-style-type: none"> <li>• Erect the cork board for posting village hall bookings.</li> </ul>	BK
<ul style="list-style-type: none"> <li>• Renovation options for the fireplace will be considered.</li> </ul>	BK
<ul style="list-style-type: none"> <li>• The Committee agreed the Schedule of Repairs (July 2016) and will seek to carry these out at best value.</li> </ul>	
<ul style="list-style-type: none"> <li>• The Committee agreed to submit a grant application to Guildford Borough Council for the provision of funds to support some essential repairs and improvements to the village hall.</li> </ul>	
6. Date of next meeting: 2 <sup>nd</sup> February 2017, 6.30pm	