

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting held at 7.45pm, 9 June 2016, Queen's Head, East Clandon

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

<b>1. Minutes of Previous Meeting</b>	Action
<ul style="list-style-type: none"> <li>Minutes of the previous meeting (14 January 2016) were approved</li> </ul>	
<b>2. Management Task Update</b>	
<ul style="list-style-type: none"> <li>A Magnolia grandiflora tree will be purchased and planted to replace the dead cherry tree.</li> </ul>	AE
<ul style="list-style-type: none"> <li>The inventory is to be arranged for September.</li> </ul>	AH/BR
<ul style="list-style-type: none"> <li>Window cleaning has been carried out.</li> </ul>	
<ul style="list-style-type: none"> <li>Quarterly visual inspection of electrical equipment was carried out at the same time as the Portable Appliance Testing.</li> </ul>	
<b>3. Treasurer's Report and Financial Issues</b>	
<ul style="list-style-type: none"> <li>There will be a new assessment of the rateable value of the Hall, which will come into effect April 2017.</li> <li>The P&amp;L from 1<sup>st</sup> April to date stood at -£515.33 due to utility bill payments. Cash in hand stood at £16,580.</li> <li>The proposed forecast budget for the year accounts for an increase in utility costs and was approved by the Committee.</li> <li>Items have been procured for the hall, including a new kettle.</li> </ul>	
<b>4. Hall promotion and bookings</b>	
<ul style="list-style-type: none"> <li>The level of bookings is steady and no complaints have been received.</li> </ul>	
<b>5. AOB</b>	
<ul style="list-style-type: none"> <li>Arrange for a new village hall sign.</li> </ul>	AE
<ul style="list-style-type: none"> <li>Handyman to be appointed to carry out the identified jobs.</li> </ul>	AH
<ul style="list-style-type: none"> <li>The damp patches in the hall will continue to be monitored for signs of deterioration.</li> </ul>	BK/AH
<ul style="list-style-type: none"> <li>The Fire Action Signs have been fixed in place.</li> </ul>	
<ul style="list-style-type: none"> <li>The Hall User Guide will be amended. As the fire exit signs are often seen to be illuminated when the hall is not in use, the Guide will reference that all lights including the fire exit are to be switched off on exiting the hall.</li> </ul>	AE/BR
<ul style="list-style-type: none"> <li>The Committee reviewed and approved the risk assessment.</li> </ul>	
<ul style="list-style-type: none"> <li>AE will investigate the removal of the piano to allow access to the stage via the cloakroom.</li> </ul>	AE
<ul style="list-style-type: none"> <li>AE will investigate the cost of improving the toilets and polishing the wooden floor.</li> </ul>	AE
<b>6. Date of next meeting: 22<sup>nd</sup> September 2016, 6.30pm</b>	