

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting held at 7.40pm, 18th May 2017, 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"> • Minutes of the previous meeting (2 February 2017) were approved. 	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> • Re-landscaping of the outside surrounds of the hall is under consideration. 	
<ul style="list-style-type: none"> • The inventory was carried out in March 2017. 	
<ul style="list-style-type: none"> • The 5-yearly electrical inspection has been carried out. Some unsatisfactory items were identified and are being addressed. 	AH
<ul style="list-style-type: none"> • The annual electrical PAT was carried out. 	
<ul style="list-style-type: none"> • No complaints have been made regarding the heating. 	
3. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • P&L Statement YTD: total income less expenses stood at -£119.10 (anticipating GBC first instalment against approved grant). 	
4. Hall promotion and bookings	
<ul style="list-style-type: none"> • The level of bookings remains steady. 	
5. AOB	
<ul style="list-style-type: none"> • An article on the fireplace refurbishment was submitted to the Parish magazine. 	
<ul style="list-style-type: none"> • AE will liaise with the Secretary of the Parish Council regarding a consolidation of the filing cabinets. 	AE
<ul style="list-style-type: none"> • GBC awarded £8500 to support renovations to the hall. The refurbishments were carried out according to schedule and budget, and were completed on 18th May. The Hall Committee has invoiced GBC for 50% of this amount. An article will be submitted to the Parish Magazine. 	BK
<ul style="list-style-type: none"> • A thorough clean will be organised. 	AE
6. Date of next meeting & AGM: 7pm, Thurs 7 th September 2017	