

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting held at 7pm, 2nd February 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 (6 October 2016) 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 is to be arranged for Q4 (FY). 	BR
<ul style="list-style-type: none"> • The boiler was serviced October 2016. 	
<ul style="list-style-type: none"> • 5-yearly electrical inspection to be booked in February (include the water heater in the men's toilet). 	AH
<ul style="list-style-type: none"> • Annual electrical PAT is due. 	AH
<ul style="list-style-type: none"> • Quarterly electrical visual inspection due. 	AH
<ul style="list-style-type: none"> • On a weekly basis BR will email the timings for the classes to JL to ensure the heating is timed accordingly. 	BR
<ul style="list-style-type: none"> • Gutters were cleared as part of recent repairs. 	
3. Treasurer's Report and Financial Issues	
<ul style="list-style-type: none"> • P&L Statement YTD: total income less expenses stood at £1,441. 	
<ul style="list-style-type: none"> • Electricity costs have reduced significantly due to a fixed contract, monitored by a smart meter. 	
4. Hall promotion and bookings	
<ul style="list-style-type: none"> • The level of bookings has increased compared to the same period last year and remains steady. 	
5. AOB	
<ul style="list-style-type: none"> • The fireplace has been refurbished, with many thanks to BK. BK will submit an article on the refurbishments to the Parish magazine. 	BK
<ul style="list-style-type: none"> • The Hall User Guide has been laminated and placed in the kitchen. BR will make all users aware of it. 	BR
<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"> • Urgent maintenance items have been carried out. 	
<ul style="list-style-type: none"> • GBC has provisionally agreed to provide funds to support renovations to the hall; confirmation is expected in March 2017. 	
6. Date of next meeting & AGM: Thurs 18th May 2017	