

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting held at 6.30pm, 7th December 2017

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

Apologies: Daniel Felton (DF)
John Herbert (JH)
Jim Liddell (JL)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none">Minutes of the previous meeting (7 September 2017) were approved.	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none">The water heater and boiler were serviced in September.	
<ul style="list-style-type: none">Quarterly visual inspection of electrical equipment due in January.	AH
<ul style="list-style-type: none">Arrange gutting clearing and cleaning windows.	AH
3. Treasurer's Report	
<ul style="list-style-type: none">Hall finances are in order.	
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">Consultation underway with residents of St Thomas' Drive regarding appropriate parking signage.	DF
<ul style="list-style-type: none">Investigate options for re-landscaping the surrounds of the hall.	BK
<ul style="list-style-type: none">The sanding and polishing of the wooden floor has been done.	
<ul style="list-style-type: none">The filing cabinets will be assessed, with a view to installing these within the kitchen storage cupboard.	BK & AE
<ul style="list-style-type: none">Contact the Surrey History Centre to seek its interest in historical financial records.	AE
<ul style="list-style-type: none">The heating is due to be repaired on 11 December. The Committee will investigate upgrading the heating to a smart heating system.	AH & BK
6. Date of next meeting: 6.30pm, Thurs 1 March 2018	