

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting held at 8pm, 7<sup>th</sup> September 2017, Queen's Head, East Clandon

Present: Arthur Hunking (AH) – Chair  
 John Herbert (JH)  
 Bug Robertson (BR)  
 Barry Kiddell (BK)  
 Jim Liddell (JL)  
 Daniel Felton (DF)  
 Alexandra Elson (AE)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> <li>• Minutes of the previous meeting (18 May 2017) were approved.</li> </ul>	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> <li>• The unsatisfactory items identified in the 5-yearly electrical inspection report have been resolved.</li> </ul>	
<ul style="list-style-type: none"> <li>• The water heater was serviced in September.</li> </ul>	
<ul style="list-style-type: none"> <li>• The boiler is scheduled to be serviced in September.</li> </ul>	
<ul style="list-style-type: none"> <li>• Quarterly visual inspection of electrical equipment will be undertaken.</li> </ul>	DF
3. Treasurer's Report	
<ul style="list-style-type: none"> <li>• P&amp;L Statement YTD: total income less expenses stood at £-3,709.</li> </ul>	
4. Hall Promotion and Bookings	
<ul style="list-style-type: none"> <li>• The level of bookings remains steady.</li> </ul>	
5. AOB	
<ul style="list-style-type: none"> <li>• Remove unwanted items from the filing cabinet and cleaning cupboard.</li> </ul>	AE, BR, BK
<ul style="list-style-type: none"> <li>• Consultation underway with residents of St Thomas' Drive regarding appropriate parking signage.</li> </ul>	DF
<ul style="list-style-type: none"> <li>• The Committee will obtain additional quotes for re-landscaping the surrounds of the hall, and will consider artificial grass options.</li> </ul>	DF
<ul style="list-style-type: none"> <li>• The Committee agreed to obtain additional quotes for the sanding and polishing of the wooden floor.</li> </ul>	BK
<ul style="list-style-type: none"> <li>• Contact the Surrey History Centre to seek its interest in historical financial records.</li> </ul>	AE
<ul style="list-style-type: none"> <li>• The Committee will investigate the cost of integrated steps to the stage.</li> </ul>	DF, BK
6. Date of next meeting & AGM: 6.30pm, Thurs 7 <sup>th</sup> December 2017	