

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 5th September 2019

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

Apologies: Jim Liddell
 Daniel Felton
 Barry Kiddell (BK)

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none"> • Minutes of the previous meeting (9th May 2019) were approved. 	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none"> • The inventory was carried out in July. • Regular visual inspections of electrical equipment were carried out. • Annual portable electrical appliance testing has been completed. • A box has been installed to prevent users from changing the heating setting. • Resolve heating programming. • Oil-fired boiler and water heater have been serviced. • Risk assessments and user guide to be reviewed in October 2019. • Gas supplies have been replenished. • Hall hire rates will remain the same for the time being. The Committee will assess rates in other comparable halls to determine if a rise is appropriate. 	<p>AH / JH / BK</p> <p>BK</p> <p>AE</p>
3. Treasurer's Report	
<ul style="list-style-type: none"> • Cash balance stood at £14,416 (not reconciled). Income-to-date £3,375. Outgoing £5,659. Deficit due to maintenance expenditures. 	
4. Hall Promotion and Bookings	
<ul style="list-style-type: none"> • There has been a modest increase in hall bookings. 	
5. AOB	
<ul style="list-style-type: none"> • Erect a sign asking people not to stack chairs in front of the side stage exit. Monitor the need to demarcate the area as well. • Assess the need for the small cabinet and if not required then dispose. • Contact the Surrey History Centre to seek its interest in historical financial records. Awaiting Parish Council resolution of their files. • Explore funding for improving the garden and repainting inside. • Exterior woodwork has been painted. The chimney has been repaired and repointed. The roof has been cleaned. Gutters have been cleared. • Obtain quotes and replace stage side curtains and runners. • Daniel Felton has moved from the village and has therefore stepped down from the Committee. The Committee thanks him for his service. 	<p>JH / BK</p> <p>BK & AE</p> <p>BK & AE</p> <p>AE & BK</p> <p>AE, BK</p>
6. Date of next meeting: 6.30pm, 5th December 2019	