

## EAST CLANDON VILLAGE HALL COMMITTEE

### Minutes of meeting, 1<sup>st</sup> September 2020

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

<b>1. Minutes of Previous Meeting</b>	<b>Action</b>
<ul style="list-style-type: none"><li>Minutes of the previous meeting (6<sup>th</sup> February 2020) were approved.</li></ul>	
<b>2. COVID Update</b>	
<ul style="list-style-type: none"><li>The hall will remain closed until Government guidance relaxes to the point that it becomes manageable to re-open.</li></ul>	
<b>3. Equipment Review and Management Task Update</b>	
<ul style="list-style-type: none"><li>The water heater service has been carried out.</li></ul>	
<ul style="list-style-type: none"><li>The oil-fired boiler service has been carried out.</li></ul>	
<ul style="list-style-type: none"><li>Portable Appliance Test has been carried out.</li></ul>	
<ul style="list-style-type: none"><li>Gas cylinders and oil levels have been checked.</li></ul>	
<ul style="list-style-type: none"><li>There have been a number of improvements to the hall since the Committee last met – the inside of the hall has been repainted, the fireplace surround has been restored and the original hall clock has also been restored and is in good working order. Outside, the gutter has been repaired, some holes have been filled, and the roof was cleared of moss.</li></ul>	
<ul style="list-style-type: none"><li>Update risk assessment (Oct)</li></ul>	BK
<ul style="list-style-type: none"><li>Add in Ms P Rankin (Cherry Trees) as a new key holder.</li></ul>	AE
<ul style="list-style-type: none"><li>At the end of the financial year, the costs associated with heating will be assessed and will be used to inform the hall hiring rate review at the AGM. <i>Due to COVID-19, this has been deferred.</i></li></ul>	JH
<b>4. Treasurer's Report</b>	
<ul style="list-style-type: none"><li>The hall finances are in good order in part due to a successful application for a business rates' grant.</li></ul>	
<b>5. Hall Promotion and Bookings</b>	
<ul style="list-style-type: none"><li>There have been no bookings since March due to COVID-19.</li></ul>	
<b>6. AOB</b>	
<ul style="list-style-type: none"><li>Improvements to the garden will be reviewed when hall income resumes.</li></ul>	
<b>7. Date of next meeting: TBC</b>	