

EAST CLANDON VILLAGE HALL COMMITTEE

Minutes of meeting, 29th April 2021

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

1. Minutes of Previous Meeting	Action
<ul style="list-style-type: none">Minutes of the previous meeting (1st September 2020) were approved.	
2. Equipment Review and Management Task Update	
<ul style="list-style-type: none">Define the time for a new cleaning regime.	BR
<ul style="list-style-type: none">Ask Pete Shaw if he would check the gutters.	AE
<ul style="list-style-type: none">Defer review of hall hiring rates until end of this financial year.	
<ul style="list-style-type: none">Renegotiate contract with EDF on favourable terms.	JH
3. Treasurer's Report	
<ul style="list-style-type: none">Hall income for the year stood at £10,691, the majority of which came from grants and donations. The hall's expenditure for the year stood at £5,849, largely spent on internal decoration.	
4. Hall Promotion and Bookings	
<ul style="list-style-type: none">There have been no bookings since March 2020 due to COVID-19.	
5. Hall Re-opening Preparation	
<ul style="list-style-type: none">Join the Surrey network run by Action with Communities in Rural England (ACRE), which provides support and guidance to community centres on preparations for re-opening in a COVID-19-safe and compliant manner.	AE
<ul style="list-style-type: none">Register the hall for an NHS QR code poster and display in the hall.	AE
<ul style="list-style-type: none">Update fire safety and general risk assessments.	AH & BK
<ul style="list-style-type: none">Prepare and implement a checklist of required actions that fall within the remit of hiring the hall, including a COVID-19 risk assessment.	AH & BK
6. AOB	
<ul style="list-style-type: none">Improvements to the garden will be progressed.	AH & BK
<ul style="list-style-type: none">Publish AGM notice	AE
<ul style="list-style-type: none">Book Queen's Head for AGM	BR
7. Sub-set of Hall Committee to finalise hall reopening measures: 9th May	AH, BK, AE
8. Date of the AGM: 24 June 2021	