**Garvald Village Hall Management Committee**

**Meeting 24/05/17**

**Present:**  Eric Easton (EE), Rob Freeland (RF), Sarah Ramsay (SR), Steve Blatherwick (SB), Kelly Burns (KB), Roy Evatt (RE)**,**Laura Edmonds (LE)

**Apologies:** Jim Pattison, Susan Macaldowie , Hugo Straker

**Minutes of previous meeting** held 19/04/17 were accepted as a true record;

**Action**

**Action points:**

Lights – Quote received from Davy but requires us to purchase the lights

Kelly agreed to check if these could be purchased through business **KB**

Check with Avril re items needed & vacuum cleaners **EE**

Floor steamer in Hall to be used

Keycutting; New keys have been cut and distributed.

SB to provide RE with updates to master contact list **SB**

Dishwasher- Davy Hood, lighting quote confirms power available, PAT testing still to be arranged **EE/JP**

Drains – still an issue and plumbing needs to be checked by James Handyman

 **SR**

Renewals calendar being filled in; EE to provide Calor Gas reference **EE/SB**

Repainting ideas: One quote pending, another due to visit 25/05  **SR/KB**

Reserves (£10000) to be moved to an Interest bearing account, including 100 Club balance. To check how other charities deal with these, approach BoS **SM/SB/EE**

Avril has taken on the booking role although there seems to be a disconnect as Kelly is not always being advised of new bookings. Avril and Kelly to meet **KB**

KeySafe : Has been installed, key placed in and security code (1245) distributed to committee members.

**Wine Tasting event**

Due to an accute lack of response, only two tickets being sold outwith the committee, the decision was taken to cancel this event and reschedule on October 6th. Haddington Wines to be advised and we will need to pay the alcohol license that was already arranged.

RE to update the Web Page to show the event as re-arranged. **RF/RE**

Set up Paypal account **EE**

**Cinema proposal**

Most of committee members feel would be well used, for a variety of events. Community Council to be approached to see what contribution may be realistic before full application is lodged. Ideally would be used to host other activities for the community, eg lectures. **JP**

Volunteers needed to organise regular use, encourage uptake of facility

Not disussed at this meeting. Carried forward.

**Treasurer report**

Balance in main account relatively static.

Income from PO, Elections, Pilates, Expenditure £500 on Gas + Maintenance

‘Quickbooks’ digital subscription purchased.

**Future plans & Events**

* **Funday** to be on Show day idea not well received; progress different date eg 12th August? EE would run race activity. Canvas interest amongst families **KB/SR**
* **Lammermuir Festival** have booked for Sunday 17th Sept
* **Xmas Fair** 26/11/17 hall has been booked. We need to research contacts to advertise this event **SR**

**Any Other Business**

Hall hire charges (esp heating) carried forward for full discussion at next meeting, JP to check current timer system **JP/SM**

Missing boiler manual has been located, suggest we speak to RD Hall when the boiler is next serviced, currently due by 26/07, to understand how the timer system works.  **JP/SB**

Avril has suggested that hand dryers maybe a better option than paper towls due to the mess that is often left. Costs to be investigated **SR**

Avril to be invited to the next meeting to update on how the booking and new key management systems are working. **LE**

**Date of Next Meeting**

28/06/17 7.30pm