

Garvald Village Hall Trust Management Committee
Minutes of meeting 26/10/16

Action

Present: Jim Pattison (JP) acting Chair, Rob Freeland(RF), Sarah Ramsay(SR), Kelly Burns(KB), Eric Easton(EE), Roy Evatt(RE), Laura Hewitt(LH)

Apologies: none received.

Election of Office Bearers for 2016-17: Committee members were given the opportunity to stand for the positions. One member volunteered for each and these were elected:

JP Chair (proposed SR, seconded RF)

SM Secretary (EE/RE)

EE Treasurer (RE/JP)

Minutes of previous meeting: Held 7/9/16. Approved subject to the amend discussed at the AGM relating to the accounts not having being fully audited by Gary Macgregor. Proposed SR, seconded SM. **RE**

Matters arising:

- Lights. Davy Hood is renegotiating the quotes from earlier in the year, these will be circulated to committee **JP**
- Windows. Contact to be made with Steven Shorthouse & Gordon Maclean for joinery quotes **JP**
- Treasurer handover. EE to visit Hazel Clark to progress. Committee agreed that EE should amend banking arrangements, including setting up online banking facility. Avril Julien (cleaner) requires regular payment, also money due to SR (for gift), Katy Mowat (gift and AGM catering) & SM (clock) **EE**
- Boiler cupboard to be reorganised once Hazel's keys are obtained for SR **SR**
- Clocks. SM to hang new clock and arrange repair of Meeting room one **SM**
- Dishwasher. Yet to be fully researched & costed **SM**
- Strimming. JP thanked EE for his work at the back of the hall
- Noise complaint. Committee agreed no significant change to the terms of Hall hire documents, but to reemphasise to hirers their responsibilities for their guests not disturbing the wider village. Sign to be made for inside main door **JP**

Xmas Fayre: Date changed to **Sat 3/12/16, 3-5 pm**. Check with Barrie Ash, post on web **RE**
To be local, inclusive event rather than purely tabletop sale format.

Craft type stallholders from previous years to be contacted, if Hazel has a list **JP**

Kids activities, competitions, catering planned.

Requirement for alcohol licence to be checked **JP**

EE to make mulled cider **EE**

Invite for people with a skill eg baking, crafts & 'Save the date' to be placed on website **SR**
and Gifford Families Facebook **KB**

Interest to be notified to SM by 4/11/16. Tables for sales priced at £10

Hall decorating-liaise with Anne Raitt **SR**

Further planning meeting to be held 10/11/16 **SR,SM,KB,LH**

Hall hires: Item carried forward in Barrie Ash's absence. Agreement that notification of future events dates to the village would be helpful, early each year. **SM**

Any Other Business:

- Keys. JP to pass a set to SR, also Hazel's sets to LH & KB **JP**
KeySafe access + Induction sessions to improve accessibility to be investigated **EE**
- Contacts for committee to be placed on website, ie email +/- phone numbers, address, especially for access to keyholders. RE to collate and post **ALL**
- Trustees. Constitution to be circulated for committee info **JP**
- Annual calendar for renewals of insurance, H&S assessments, PAT testing, servicing to be checked **JP,SM**
- Fabric of building issues, internal painting needs refreshing. Carried forward for discussion **SM**
- Cinema. Significant interest in running a Film Club. JP in discussion with other local providers to find out logistics & costings **JP**
- Email address for general (non booking) enquiries eg. Enquiry@... for Secretary to use requested. This could remain with the contact details changed when Office bearer changes. Heidi Ingram to be asked to set up **RE**
- GMCC Rep. KB volunteered to fulfil this role with JP as backup. Next meeting 5/12/16 **KB,JP**

Date of next meeting: Wed 18/01/17 Village Hall 7.30pm