

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 19<sup>th</sup> September 2012

**Attendees:** Chair - Barrie Ash (BA;) Treasurer - Hazel Clark (HC;) Secretary - Katy Mowat (KM;) and Vickie Short (VS.)

**Apologies:** Davey Hood (DH;); Ian Anderson (IA;); Jean Casey (JC;); and Caroline McGregor (CM.)

**Absent:** Peter Marr (PM;); and Ian Marr (IM.)

### August Minutes:

- Proposed HC by and seconded by BA

### Matters Arising From Action Points

#### Fire Safety Notices

- Notices of fire safety procedure still need to be laminated and displayed at exits, as per our fire safety briefing with Davie Murray
- **ACTION: IM**

#### Old Lights

- DH had hoped to sell these to a farmer friend, but then discovered that they were no longer compliant for use in a farm setting
- As such, we will revert to our original plan of trying to sell them via e-Bay
- **ACTION: CM and HC**

#### Thanks to Toilet Block Donors

- The notice of thanks has now been made, but still needs to be put in the toilet entrance
- DH is to be asked to do this
- **ACTION: HC and DH**

#### Permanent Sign for Jubilee Tree

- A permanent sign still needs to be erected alongside the Jubilee plum tree, and also a wee fence to protect it from lawnmowers etc
- KM said she would make further inquiries re the former, which is being especially made
- Re the latter, BA said he had some suitable fence posts – and VS kindly agreed to ask Dick Short to see to the rest
- **ACTION: KM, BA and VS**

#### Legionnaires Disease

- At the recent ELDC organised gathering of local village hall trustees, HC inquired about the standard letter we have received from ELDC's Health and Safety department re legionnaires disease
- She reported that there wasn't much of a response and no other Hall claimed to be doing anything about it, so it was concluded that we should just leave the letter on file

#### Keystone Scotland

- Last month, HC and VS attended an ELDC organised meeting of local village hall trustees to discuss Keystone Scotland, a training and accreditation programme for village hall management committees
- For more details, please see: [www.scvo.org.uk/about/scvo-rural-communities/keystone/](http://www.scvo.org.uk/about/scvo-rural-communities/keystone/)
- They reported that it was an interesting meeting and reassuring in the sense that we seem to be "ahead of the game" when it comes to many of our management policies and procedures
- The pros and cons of signing up were discussed, with the most oft cited negative being the additional burden of paperwork
- It was decided to delay any decision until a broader meeting of our committee, and it was suggested that a Keystone Scotland "mentor" might also be invited along
- **ACTION: HC**

#### Building Work

##### Applications to GMCC for Crystal Rig Community Development Fund Money for External Paintwork and West End Door

- At the last GMCC meeting, we were promised £4176 come October in response to our application for funds for external paintwork
- At our last meeting, the award was discussed and it was agreed that we should engage a painter immediately
- Moreover, it was agreed that any leftover funds should be put towards repairs to the West End Door
- Of our three quotes from painters, it was decided that Cockburn's was the most comprehensive and competitive at £2186.73 (no VAT) plus £70 for transport
- Assuming no extras, this would leave a balance of c£2000 – which would pay for most of the door work as per our two quotes
- Said two quotes were discussed as well, and it was decided that Barry Rollo's was the most comprehensive and competitive at £2092 (ex VAT)

- Again, assuming no extras on either project, there would be a c£100 shortfall which could easily be met from our reserves and hopefully recouped from GMCC when they next discuss Crystal Rig Community Development Fund applications
- **ACTION: BA and HC**

#### Path Across Orchard

- Community Service have been asked to install a membrane covered with slate chippings so to prevent weed growth on the strip of land between the new path and the building
- We still await to hear from them when it will be done

#### Internal Damp Patch

- In his absence, it was reported that DH has still to speak to Gordon McEwen about repairs to the internal damp patch
- **ACTION: DH**

#### Rot in Entrance Passageway

- BA reported that he has noticed a small piece of rotten wood in the entrance hall
- VS kindly offered to ask Dick Short to have a look at it
- **ACTION: VS**

#### Events

##### Hogmanay/Xmas Fair

- There has still to be a meeting of the events sub-committee about to discuss forthcoming fundraisers
- **ACTION: KM, VS, JC, and CM**

#### Hall Hires

##### August's Special Meeting

- Late last month, there was a special committee meeting to discuss Hall Hires
- The minutes of said meeting have been circulated, but it was decided to postpone reviewing them until a more broader meeting of the committee

##### Wedding this Weekend

- The final wedding of the year takes place this weekend, 21<sup>st</sup>-23<sup>rd</sup> September
- In BA's absence, HC and VS have agreed to take the lead on Friday and Saturday, and KM offered to help VS in HC's absence on Sunday
- **ACTION: HC, VS and KM**

##### Dance Fitness

- Weekly Zumba classes have now commenced, and are being well attended

#### Treasurer's Report

##### Balances

- Current account: £10291.02
- 100 Club: £2194.89 – i.e. £1774 of accumulated profit at the end of August, plus c£400 of new dues

##### Accounts and AGM

- HC has now finalised the accounts for the financial year ended 31<sup>st</sup> July 2012, and will submit them to Gary MacGregor for auditing ASAP
- She noted that the P&L will post a deficit of c£1150 in largely due to the cost of external repairs not covered by insurance which came about because of the heavy snows
- It was decided to host the AGM in November, and there was some discussion of how to make it a more appealing event
- It was suggested that everyone have a think and bring ideas to October's committee meeting
- **ACTION: ALL**

#### 100 Club

##### Another 100 Club

- At present, we have 42 applicants to the 100 club which is down year on year
- The decision was made to postpone the first draw so to give more time for applications, and thence make a double draw in October

#### AOB

##### Boiler and Oven Service

- It was noted that both of these need to be arranged before the end of the calendar year

**Date of Next Meeting:** Wednesday 10<sup>th</sup> October at 7pm