

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 10<sup>th</sup> October 2012

**Attendees:** Chair - Barrie Ash (BA;) Treasurer - Hazel Clark (HC;) Secretary - Katy Mowat (KM;) Davey Hood (DH;) Ian Anderson (IA;) Jean Casey (JC;) Caroline McGregor (CM;) and Vickie Short (VS.)

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

### September Minutes:

- Proposed by BA and seconded by HC

### Special Hall Hires Meeting Minutes

- Proposed by HC and seconded by JC

### 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

- These still need to be sold on, preferably by the internet
- It was suggested we try the village website, [www.garvald.org.uk](http://www.garvald.org.uk)
- As such, HC promised to send KM the details and pictures for posting
- **ACTION: HC and KM**

#### Thanks to Toilet Block Donors

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

#### 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 continues to investigate the former, whilst Dick Short has kindly agreed to help with the latter
- **ACTION: KM**

#### Keystone Scotland

- This is a training and accreditation programme for village hall management committees - [www.scvo.org.uk/about/scvo-rural-communities/keystone/](http://www.scvo.org.uk/about/scvo-rural-communities/keystone/)
- Discussion as to whether we should get involved was carried over from last meeting, when there were fewer attendees
- Following a fuller debate today, it was concluded that the scheme seems more suited to newer committees who have still to put in place formal management processes
- As such, it was concluded that there is no need for us to participate right now

#### WiFi

- At the last meeting of GMCC, representatives of Morham Hall suggested East Lothian Broadband might like to provide Wifi as a quid pro quo for housing and powering their equipment
- East Lothian Broadband were conducive to the idea, and said they could offer WiFi in Garvald Hall as well
- It is still unclear how the WiFi would work, whether it would be password protected for instance, but we await developments
- Many thanks in advance to East Lothian Broadband

#### AGM

#### AGM

- Our accounts are now with the auditor, and he hopes to have them checked and signed off within a fortnight
- As such, the AGM can take place at our next scheduled meeting – on Wednesday 14<sup>th</sup> November from 7.30pm
- There was some debate over format, but it was concluded that we should have a normal meeting with hot drinks and sweet treats
- KM offered to put together a flyer, which will be printed and distributed ASAP – it will also be uploaded onto [www.garvald.org.uk](http://www.garvald.org.uk)
- **ACTION: ALL**

#### Building Work

External Paintwork and West End Door

- At our last meeting, we decided to commence work on external paintwork and spend whatever was leftover from available funding to begin work on the West Exit Door
- At the last GMCC meeting, HC inquired as to whether they were happy with this plan and reported that it was indeed well received
- As such, Cockburn have now been commissioned to commence the paint job and have pledged to get it done before the winter
- Barry Rollo will be asked to renew his out-of-date quote for the door, and is likely to be asked to do the job once Cockburn are done
- **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

- Gordon McEwen has been asked but has still to come and assess the repairs to the internal damp patch
- **ACTION: DH**

#### Rot in Entrance Passageway

- Dick Short has agreed has looked at the small area of rotten wood, which has been spotted in the entrance hall
- Many thanks to him

#### Additional Insulation

- Hepburn of Dalkeith have finally come and laid additional insulation in the Hall's attic space
- GMCC have already agreed to pay for this, by way of the Local Priorities Fund

### Events

#### Xmas Fair

- JC reported that there has been strong demand for tables, and she is confident of a "sell out" ahead of next week's closing date
- She asked for a meeting of the events sub-committee to finalise details, and all agreed to gather at 5.45pm on Monday 15<sup>th</sup> October
- **ACTION: JC, HC, KM, VS and CM**

### Hall Hires

#### Review of Special Hall Hires Meeting and Discussion of New Charges

- At the special hall hire meeting in late August, all charges were reviewed – but a debate and vote on them was delayed until today
- BA raised the point that there is now no connection between our standard hire charge, and those for weddings i.e. historically the wedding charge was a little less than the 2 ½ day standard hire
- KM reiterated the view expressed by others at said special meeting, that weddings create more work than standard hires and that charges should be higher to reflect this
- After some debate, this justification for higher wedding charges was unanimously agreed upon -and after a vote, all the new charges were adopted
- As such, standard hire rates for residents and non-resident will remain unchanged – but wedding hire charges will be increased

#### Last Wedding

- At the last wedding in September, responsibilities were shared between a team of committee members rather than performed by the booking secretary alone
- The new approach was largely successful, although there were problems with the hirers' clear up which went unnoticed by the inspecting committee members
- The issues around this were discussed and improvements suggested – e.g. inspecting after the hirers have gone so to be more thorough, using in depth check lists, etc
- With eight weddings next year, we do need to make sure our new procedures are spot on – so it was suggested that we discuss procedures in depth come the New Year

#### Commercial Hires at Village Rates

- BA reported that he had been questioned on charges by a commercial hirer – specifically whether villagers could hire the hall on her behalf and thereby secure it at the lower residents rate
- There followed a lengthy and interesting debate
- Ultimately, it was concluded that we should make no concessions and set no precedents – all commercial hires should pay external rates

#### Zumba Classes

- An enquiry has been received as to a possible future reduction in the weekly hire charge if numbers attending fall
- At present our standard charge of only £20 for all commercial hires of up to 2 hours duration will remain
- If numbers do reduce significantly though, we will try to assist by perhaps introducing special terms based on an 1 ½ hour hire

- **ACTION BA**

### **Treasurer's Report**

#### Balances

- Current account: £ 10,411.62
- 100 Club: £ 2,404.89
- 

#### **100 Club**

#### Details

- 49 people have now submitted applications, which is slightly down year on year
- It was decided to split the pool as follows: twelve monthly payments of £16.50, another twelve of £8 and a £100 bonus come December

#### September Draw

- 27, Brigid Hay; and
- 4, Hazel Clark

#### October Draw

- 6, Heidi Ingram; and
- 21, Phillip White

#### **AOB**

#### Kitchen Clean

- Following the last wedding, the kitchen needs some additional cleaning
- KM offered to do this as soon as possible
- **ACTION: KM**

#### Calor Gas

- BA has received information from Calor Gas, re health and safety and our tank
- DH kindly agreed to look through it, and let us know if we need to do anything
- **ACTION: DH**

#### Fire Extinguishers

- HC reported that GMCC agreed to pay for our new fire extinguishers from the Local Priorities Fund

**Date of Next Meeting:** Wednesday 14<sup>th</sup> November at 7pm