

## Minutes: Garvald Village Hall Committee (GVHC)

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

**Attendees:** Chair - Barrie Ash (BA); Treasurer - Hazel Clark (HC); Secretary - Katy Mowat (KM); Caroline McGregor (CM); and Lana Bambridge (LB.)

**Apologies:** Piers Bambridge (PB); Ian Anderson (IA); Davey Hood (DH); Jean Casey (JC); and Vickie Short (VS.)

**Absent:** Ian Marr (IM.)

### November Minutes:

- Proposed BA by and seconded by CM

### 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
- HC offered to chase IM, who had agreed to do this
- **ACTION: HC and IM**

#### Old Lights

- These still need to be sold, preferably by the internet
- CM offered to have a go on Gumtree, if HC sent her the necessary pictures and text
- **ACTION: HC and CM**

#### Thanks to Toilet Block Donors

- CM reported that the notice of thanks is still being finished off by her artist friend Sheila Calder
- When it is done, she will hand it to DH who has kindly offered to put it up in the toilet entrance
- **ACTION: CM and DH**

#### Service Agreement with Calor Gas

- To complete this document, various bits of information about our boiler and system are required
- BA has been liaising with the engineer who fitted it, and he will be able to help us when he next comes to carry out the annual service
- After that, BA will sit down with DH to finalise before posting off to Calor Gas
- **ACTION: BA and DH**

### Review of AGM and adoption of New Committee Members

#### AGM

- There was a brief discussion of the event, which was concluded to have been a success
- The minutes were subsequently reviewed, proposed by CM and seconded by HC

#### New Committee Members

- Lana Bambridge (LB) was welcomed to the meeting, and thanked for her interest in the Hall and the committee
- She offered to join us and was thereby adopted – many thanks to her

### Building Work

#### External Paintwork and West End Door

- The painting of the external windows has been started by Cockburn's, but progress is being held back by the weather
- Repairs to the rotten West End Door are another priority, but we still await an up-to-date quote from Barry Rollo for the work

#### 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 McEwan has been to inspect the damage caused by water ingress, and reports it largely cosmetic
- As such, Cockburn's have been asked to sand and paint the area in question whilst on site doing the external window work

### Events

Xmas Fair

- This was a pleasant and well attended event, raising just over £322 for Hall coffers
- In her absence, JC's hard organisational work was applauded – many thanks to her

#### Hogmannay

- The annual New Year's Eve ceilidh is definitely happening – a band is now booked, the posters are up and tickets being sold
- CM asked whether her daughter could use the event to fundraise for a charity project which she is involved with – she might do a raffle or some such
- After much discussion of the pros and cons, it was decided that she could as a "one off" and as long as she gave the Hall a wee cut of her proceeds

#### Future Events

- CM made two suggestions for forthcoming events – firstly a wine tasting evening, and secondly a talk from a local lad who is an accomplished cyclist
- Both ideas were warmly received, and it was agreed that CM should look into them a wee bit more
- **ACTION: CM**

#### Hall Hires

##### Events Calendar on the Website

- BA asked whether we should record every Hall hire in the on-line calendar
- Having looked at said calendar, it was agreed that all the big and/or ongoing occasions are marked – and to add more would become an administrative nightmare

##### Children's Parties

- BA reported that had had heard that Morham Hall were staging more birthday parties than us – and wondered why this might be i.e. our facilities, marketing and/or price?
- After some discussion, it was decided that we should make more mention of our offer on the website and promote it over the coming year
- **ACTION: KM**

##### A Pro Clean

- KM asked when the Hall might be professionally cleaned, as she though the floor particularly mucky at her recent pilates class
- It was decided to engage the Lindsays to do an early "spring clean" in January after the Hogmanay ceilidh
- **ACTION:BA**

#### Treasurer's Report

##### Balances

- Current account: £13913.79 – this includes c£322 from the Xmas Fair and c£3480 in grants from Crystal Rigg Community Development Fund
- 100 Club: £2486.89 – a £100 cheque, from the Christmas Fair Grand Draw, is still to be cashed

##### Notes

- HC noted that all recent utility bills had been as expected, apart from Calor Gas which had been lower – a pleasant surprise

#### 100 Club

##### December Draw

- 47, Leigh Thompson; and
- 53, Ian Marr

#### AOB

##### Wifi Hotspot

- The free WiFi in the Hall is now up and running, and being used – hence being able to look at the Hall's online calendar during the meeting
- It was agreed that a formal note of thanks should be sent to Lothian Broadband
- **ACTION: KM**

##### Child Protection

- BA asked whether the Hall had any responsibility under the laws safeguarding children and vulnerable adults, specifically at Hall organised events?
- It was noted that we already operate a common sense approach, e.g. ensuring that there were always more than one adult present
- But it was thought prudent to check the legal framework, and CM suggested contacting the Education Department at ELDC

- **ACTION: BA**

**Date of Next Meeting:** Wednesday 9<sup>th</sup> January at 7pm.