

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 8th 2013

Attendees: Chair - Barrie Ash (BA); Treasurer - Hazel Clark (HC); Secretary - Katy Mowat (KM); Caroline McGregor (CM); Jean Casey (JC); Lana Bambridge (LB); and Vickie Short (VS.)

Apologies: Ian Anderson (IA);

Absent: Davey Hood (DH; ) and Ian Marr (IM.)

### April Minutes:

- Proposed JC by and seconded by LB

### Matters Arising From Action Points

#### Fire Safety Notices

- Laminated fire safety notices are now in position at both emergency exits
- Davie Murray, who conducted our fire safety training, will be asked to check them when he is next in the Hall and ensure that they are compliant
- **ACTION: BA**

#### Old Lights

- The remaining six lights are still being advertised for sale on-line at [www.gumtree.com](http://www.gumtree.com)
- **ACTION: CM**

#### Service Agreement with Calor Gas

- The annual boiler service has now been done, and the engineer kindly provided some of the information needed to complete the Service Level Agreement which we have received from Calor Gas
- BA now needs to sit down with another committee member to finalise the document before sending it off
- **ACTION: BA and DH**

#### Notice Board

- The Hall notice board, that at the foot of the drive, has been mended by Dick Short following some winter weather damage
- It still needs to be painted, and HC has agreed to do this once the weather warms up
- **ACTION: HC**

#### Path Across the Orchard and Gardening to the Rear of the Hall

- HC has now been in touch with community service about these two projects, and they have agreed to come and assess what they entail
- **ACTION: HC**

#### Crystal Rig Community Development Fund

- HC has now submitted two applications to the above fund
- 1) £1113.24 for repairs to the West End Door, which GMCC have already agreed to pay from money left over from last year's grant
- 2) £1200 to cover repairs to the Boiler Room, the West End Trap Door etc, which GMCC will consider along with other applications for this year's grant
- There are still other projects for which we would like to apply, e.g. collapsible trestles, but we still need to pull together costings before the closing date at the end of May
- One project, i.e. resurfacing the floor, was deemed to need much more investigation and debate so an application was put on hold for now
- **ACTION: HC and VS**

#### Contact Details

- KM has now finalised the list, and sent it to the rest of the committee

#### Thanks to Sue Kelly

- KM has now written to thank Sue Kelly, the pilates instructor, for her ongoing hire of the Hall

## Hall Constitution and Trustees

- At the last meeting, BA said he wanted to make sure that all committee members and trustees had an up to date copy of the Hall constitution
- In order to do this, said constitution has had to be re-typed – and it also seems prudent to have it checked over by Fiona Sheldon, our friendly lawyer, so to make sure it is still legal
- When done, BA will forward it on – and requests everyone read it before keeping a copy on file
- **ACTION: ALL**

## Indemnity Insurance

- At the last meeting, it was noted that Morham Hall have taken out additional “trustee indemnity” insurance and it was agreed we should look into whether we should do the same.
- BA said he would ask Fiona Sheldon, our friendly lawyer, for her thoughts on the matter
- **ACTION: BA**

## Fire Safety

- A new fire test box has been installed
- It only needs to be tested monthly, so BA will update the test-schedule accordingly
- **ACTION: BA**

## Building Work

### West End Door

- Barry Rollo has now made a start on the various repairs needed to the West End Door

### Boiler Room and West End Trap Door

- Barry Rollo has now been formally asked to do these jobs, hopefully when his team are on site for the West End Door

## Events

### Plant sale

- This year’s Plant Sale will be on Sunday 19<sup>th</sup> May, and there will be craft stalls well
- Posters are now up on the notice boards, fliers are being distributed and an advert will go in the Courier next week

### Wine Tasting

- This event is slated for Saturday 8<sup>th</sup> June
- Posters are already up on the notice boards, and tickets were circulated amongst the committee for sale
- **ACTION: ALL**

## Hall Hires

### Wedding on Saturday 27<sup>th</sup> April

- The first wedding of the year was largely a success – and special thanks were given to VS and LB for managing it
- After the event, it transpired that the outside caterer had been negligent in operating the hog-roast on the drive, which was effected by the heat in parts and also smeared with grease
- Whilst power washing has now removed some of the staining, the extent of the damage to the tarmac is unknown and needs to be investigated by a specialist.
- KM said she knew of a tradesman who might be able to advise us, and agreed to get his thoughts as soon as possible
- HC also offered to contact the contractor who laid the driveway in order to secure additional informed opinion
- In the meanwhile, it was agreed that we should continue to withhold the £250 damage deposit from the hirers and BA said he would communicate this to them
- **ACTION: KM, HC and BA**

### Next Weddings

- There are two weddings over the next month, and volunteers were sought to help manage them
- That on 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> May will be staffed on Friday by HC, on Saturday by CM and on Sunday by BA and KM
- That on 31<sup>st</sup> May/1<sup>st</sup>/2<sup>nd</sup> June will be staffed on Friday and Saturday by HC and JC, and on Sunday by BA and KM

### Weddings in 2014

- BA reported that he has already received three inquiries about weddings in 2014, and has his first viewing this Saturday

## Treasurer's Report

### Balances

- Current account: £14,003.69 – this still includes funds received from GMCC to pay for repairs to the West End Door
- 100 Club: £2281.39

### 100 Club

### May Draw

- 26, John Winter; and
- 50, Avril Blamire

### AOB

### Tea Towels and Door Props

- Following her work at the last wedding, VS noted that we could do with some more tea towels and some better door props
- It was agreed to buy the former, and look into the latter
- **ACTION: HC and VS**

### A bid for the Clock

- BA reported that he knew someone who was interested in buying the old clock in the meeting room
- There was some discussion of the idea, but it was decided that we could not part with something so integral to the Hall history

Date of Next Meeting: Wednesday 12<sup>th</sup> June at 7pm.