

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 12th June 2013

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

Apologies: Ian Anderson (IA;); Lana Bambridge (LB;); and Caroline McGregor (CM.)

Absent: Ian Marr (IM.)

May Minutes:

- Proposed by JC and seconded by HC

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 so to 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
- In addition, it was decided we should try and sell them at the forthcoming Jumble Sale
- **ACTION: CM and HC**

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 and finalise the document before sending it off
- **ACTION: BA**

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
- **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

- GMCC had already agreed to fund £1113.24 worth of repairs to the West End Door, and a cheque for that amount has now been gratefully received
- At their latest meeting, they also agreed to cover £1200 worth of repairs to the Boiler Room and West End Trap Door – Fred Olsen Renewables only need now to rubber stamp the decision
- HC also reported that there are still unallocated funds, and that GMCC would be conducive to further applications from the Hall e.g. when we fully cost collapsible trestles

Hall Constitution and Trustees

- BA has now forwarded a soft copy of the Hall Constitution to all committee members and asked them to read it prior to filing in a safe place
- He has also asked Fiona Sheldon, our friendly lawyer, to check it through but has yet to hear back from her
- **ACTION: BA**

Indemnity Insurance

- It has been noted that Morham Hall have recently taken out additional "trustee indemnity" insurance
- BA has agreed to seek Fiona Sheldon's thoughts on the matter, and will do so when she gets back to him on the Constitution
- A summary of her thoughts will then be circulated amongst the trustees, along with an up to date copy of the Constitution
- **ACTION: BA**

Fire Alarm Tests

- Regular testing has now resumed post the installation of a new test box

Tea Towels and Door Props

- 20 checked tea towels have now been purchased, and are being counted in/out at wedding hires
- Door props have yet to be sourced though
- **ACTION: HC and VS**

Vote of Thanks to Davy Hood

- DH has written to KM in order to tender his resignation from the Committee, citing competing commitments
- All agreed that this was a sad loss, as DH has provided much practical assistance as well as many sensible meeting contributions over the years
- It was decided that KM should reply with a formal letter of acknowledgement and thanks
- **ACTION: KM**

Recruitment

- With DH's resignation, the need to recruit new committee members becomes ever more acute, especially those with a skill/ trade
- It was agreed that everyone should think of suitable candidates, and sound them out where possible
- **ACTION: ALL**

Building Work

West End Door, Boiler Room and Trap Door

- Barry Rollo has now largely completed the various repairs to the West End Door
- Once the work is totally complete, his men will turn their attention to the West End Trap Door and Boiler Room

Events

Plant sale

- The plant sale was held on Sunday 19th May, and incorporated a few craft stalls for the first time as well
- Business did seem slow, but £397.83 was raised overall which represents an increase year-on-year
- Many thanks to all those who helped out

Wine Tasting

- This event took place on the evening of Saturday 8th June and was well attended with over 40 people from the village and beyond
- Overall £261 was raised, and a great time had by all
- Many thanks to CM for organising, and to those who helped out

Jumble Sale

- This is the next fundraiser, and will take place on Sunday 16th June

Hall Hires

Forfeiture of Security Deposit

- At two of the last three weddings, cleanliness issues and/or damage have come to light after the event and raised the question of whether we should defray the £250 security deposit taken from all our hirers
- The whys and wherefores of this were discussed at length, not least the possible reputational damage
- Ultimately, it was agreed that we should make reasonable deductions in extreme circumstances e.g. when the fabric of the Hall is damaged, or when an area has to be thoroughly re-cleaned before the Hall can be let out again
- In the case of damage necessitating remedial work by a tradesman, it was agreed that we should try and claim back as much of the bill as possible
- In the case of cleaning, it was decided that our time should be billed at the rate of £12.50 per hour and then claimed back
- KM agreed to re-draft the appropriate clause of the Hall's Terms and Conditions so to reflect these decisions, and send her wording around the committee for approval
- **ACTION: KM**

Wedding on Saturday 27th April

- At this event, the outside caterer was negligent in operating the hog-roast on the drive, which led to it being affected by the heat and smeared with grease

- Thankfully a friendly tradesman regarded the damage to be superficial, but it did take the best part of six volunteer hours to clean up
- As such, it was decided that we should make a £75 deduction before returning the balance of the security deposit

Wedding on 25th April

- This wedding passed off without any issues
- Many thanks to all those who helped out

Wedding on 1st May

- There were a number of operational issues during this event, not least blockages to fire exits and confusion over the need for a licence, and problems with cleanliness afterwards
- In light of the former, it was agreed that we should change our Terms and Conditions so that any hirer wishing to sell alcohol must submit a copy of their licence to the Bookings Secretary at least one month prior to their event
- Vis-a-vis the later, there were problems in both the toilets and the kitchen which necessitated an additional two hours of cleaning
- As such, it was agreed that £25 be deducted from the security deposit before its return

Next Weddings

- Over the next month, there is just one wedding – that over the weekend of 21st/22nd/23rd June
- It was agreed that VS would set up the Hall on Thursday, HC would liaise with the hirer on Friday and Saturday, and BA and KM would do the handover on Sunday
- **ACTION: VS, HC, BA and KM**

Volunteer Cover for Forthcoming hires

- BA asked for cover at the following hires
- An evening party on 28/6 – to be covered by HC
- An afternoon party on 29/6 – to be covered by KM
- Pilates on 2/7- to be covered by KM
- **ACTION: HC and KM**

Treasurer's Report

Balances

- Current account: £13948.79 – with some £1754.26 of additional receipts still to be paid in
- 100 Club: £2228.39

100 Club

June Draw

- 35, Tim Flinn; and
- 10, Connell McGregor

AOB

Missing a small table

- It was noted that one of our eight small tables has disappeared

Light failure

- Two bulbs have now gone in the ceiling lights, creating some shaded patches on the floor
- Scaffold will be needed to change them, and HC agreed to inquire about borrowing a tower
- **ACTION: HC**

Date of Next Meeting: Wednesday 17th July at 7pm.