

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 17<sup>th</sup> July 2013

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

Apologies: Lana Bambridge (LB;); Ian Anderson (IA;); and Vickie Short (VS.)

### June 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

- Having failed to sell these on www.gumtree.com and at the Jumble Sale, it was agreed to give them to local electrician Davy Hood
- He will make a donation to the Hall if he can find a user for them, otherwise they will be scrapped
- **ACTION: 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**

#### Hall Constitution, Trustees and Indemnity Insurance

- BA has been in touch with Fiona Sheldon, our friendly solicitor, with regards to a few legal points e.g. the constitution, our need for Trustee indemnity insurance
- She has agreed to offer her thoughts, and will get back to us at some point soon
- **ACTION: BA**

#### Door Props

- BA offered to cut some wooden wedges for use at the east Door during events
- **ACTION: BA**

#### Vote of Thanks to Davy Hood (DH)

- KM has now written to DH to say thank-you for all his hard work when on the committee, and wish him all the best for the future

#### Resignation of LB and Need for Recruitment

- It was announced that LB has had to resign from the Committee, as she and her husband are moving back into Edinburgh
- All agreed that that this was a great shame, as it had been good to have a fresh point of view at meetings as well as extra help at events
- The loss of two members in such quick succession makes recruitment an ever more pressing issues
- It was decided to institute a poster and website "campaign" highlighting all the positive aspects of our work
- KM agreed to take the lead, and will e-mail drafts around as soon as possible
- **ACTION:KM**

#### Light failure

- Two bulbs have now gone in the ceiling lights, creating some shaded patches on the floor
- Dave Ramsay very kindly offered to use his scaffolding tower to investigate, and has reported back that there seems to be more fundamental issues than just blown bulbs
- As such, Davey Hood, the local electrician, will be asked for his professional opinion and remedy the problem
- **ACTION: HC**

#### Building Work

##### West End Door, Boiler Room and Trap Door

- Barry Rollo has now largely completed the various repairs to the West End Door, with just a draught excluding strip still to be fitted
- He has yet to start his other jobs though, namely patching the West End Trap Door, clearing roans and downpipes, and repairing the Boiler Room

#### Events

##### Jumble Sale

- This took place on Sunday 16<sup>th</sup> June, and raised £722.49 which was marginally more than in 2012
- Many thanks to all those who donated stock, and/or helped out on the day

#### Hall Hires

##### Forfeiture of Security Deposit

- At the last meeting, it was agreed to update the terms and conditions of hire so to better explain our rationale for defraying hirers' security deposit in the event of damage to the Hall and/or inadequate cleaning
- Said update was drafted by KM, circulated amongst the committee by e-mail and all agreed today that it was more than adequate
- As such, BA will update the Bookings Secretary's master copy and start using it

##### Wedding on 22<sup>nd</sup> June

- This hire was largely successful, so many thanks to those who volunteered to help out
- The hirer did comment on the cleanliness of some of the crockery and the slow draining of the sink
- The latter point was discussed at length, and it was agreed that it might be part of a wider drainage issue
- As such, Barry Rollo will be asked to investigate when next on site and CM also agreed to consult Scottish Water
- **ACTION: BA and CM**

##### Wedding on Saturday 24<sup>th</sup> August

- Volunteers were sought to help at the next wedding
- Friday will be covered by JC and CM, Saturday by BA and Sunday by KM

#### Treasurer's Report

##### Balances

- Current: £13,165.65 – security deposits from all the recent weddings have been refunded, and Barry Roll paid for the West End Door
- 100 Club: £2228.39

#### 100 Club

##### July Draw

- 34, Tim Flinn; and
- 33, Eleanor Cadzow

#### AOB

##### Glasses Storage

- At the Wine Tasting and after the most recent wedding, it was noted that our glasses are being broken because of inadequate storage cartons
- KM suggested we invest in special plastic and stackable glass storage boxes, which could easily be kept in the Boiler Room once it is done up
- All agreed that this sounded sensible, and asked KM to work out and price up what we need to buy
- **ACTION: KM**

#### Working Party

- It was suggested that we muster a working party to tidy out the area underneath the stage
- All agreed that this was a good idea, but better to wait until the weather turns as volunteers might be more forthcoming
- **ACTION: ALL**

#### Table cloths

- HC noted that we need one more linen table cloth so to be able to provide enough to the next Wedding hire
- As such, it was agreed that we should buy one as soon as possible
- **ACTION: HC**

#### Annual Insurance Renewal – as of 1/8

- Edinburgh Risk Management have been in touch with regards to our insurance, which lapses at the end of this month
- Thanks to BA threatening to “shop around,” they have sourced a new insurer, reducing our renewal premium by around £100
- All agreed that this was a great offer and one which we should accept
- Many thanks to BA for all his hard work on this
- **ACTION: BA**

Date of Next Meeting: Wednesday 14<sup>th</sup> August at 7pm.