

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 14th August 2013

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

Apologies: Ian Anderson (IA.)

Welcome to Jim Pattison (JP)

- JP was welcomed to the meeting, having decided to attend with a view to joining the committee
- After hearing us out, and making some valid contributions along the way, he agreed to be co-opted until the AGM and then become a full member

July Minutes:

- Proposed by CM and seconded by JC

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**

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 (FS,) our friendly solicitor, with regards to a few legal points, namely the constitution and trustee indemnity insurance
- She has agreed to look through the constitution, and will get back to us with her thoughts at some point soon
- With regards to Trustee Indemnity Insurance, she also promised to give us some advice- but in advance of this, did suggest it would be prudent for us to have it
- There followed some discussion as to whether we should ask our insurance broker for a quote, but it was ultimately decided that we should wait for FS' thoughts in full
- **ACTION: BA**

Door Props

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

Committee Recruitment

- Following recent discussions as to how best to recruit new members, KM reported that she has now posted/uploaded notices calling for "Garvald makers ..."
- Although JP has now agreed to join the committee, it would be nice to have some more new team members so the posters will remain in situ for the time being

Slow Draining Sinks

- Following problems at a recent wedding, BA and HC have investigated the slow draining of the kitchen sinks
- It was ultimately concluded that the wastepipe outflow had been incorrectly installed
- Moreover, there was also concern there could be problems with water lying stagnant in the piping which was provisionally fitted to accommodate a dishwasher
- As such, two plumbers will be approached and asked to quote for remedying the problems, namely Bryan Hogg of Gifford and Stephen Wood of Haddington
- **ACTION: HC and JC**

Light Failure

- Three ceiling lights are no longer working, creating some shaded patches on the floor
- Davey Hood, the local electrician, has been asked for his professional opinion and will remedy the problem once he can gain access to the attic space
- **ACTION: HC**

Glasses Storage

- KM had offered to do an inventory of our glassware, and then price up the stackable plastic boxes needed to store them more effectively
- She confessed that she has not had time to do this yet, but would try to do so before the next meeting
- **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

- Ahead of a wedding booking later in the year, we need to acquire an additional round tablecloth
- HC reported that this would cost £38, and it was agreed that we should go ahead and make the purchase
- **ACTION: HC**

Annual Insurance Renewal

- BA has now renewed our liability insurance by way of the brokers Edinburgh Risk Management
- The new certificate of liability is now on display in the Hall, and last year's has been filed away in the Treasurer's file
- **ACTION: BA**

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

Curtain for Meeting Room

- The small window in the meeting room was omitted when the curtains were hung in the main Hall some years ago
- HC said she had found some of the leftover fabric, and agreed to run something up and install it before winter
- Many thanks to her for thinking of this
- **ACTION: HC**

Events

Christmas Fair

- The next scheduled Hall event is the Christmas Fair on Sunday 1st December
- JC kindly agreed to begin organising this e.g sending out invitation letters to last year's stall holders
- There was also some discussion about a product, like the Garvald card, which could be made and sold at the event to raise funds for the Hall
- CM said she knew someone who had been involved in making a tea-towel for a local school, and offered to approach them for some advice
- **ACTION: JC and CM**

Hogmanay and Burns Night

- The subjects of a Hogmanay and Burns Night were also raised

- It was agreed to speak to last year's band leader about the former, and see if there was anyone willing to help with the latter
- **ACTION: HC**

Hall Hires

Wedding on Saturday 24th August

- The volunteer scheduled for this event was confirmed as follows
- Thursday will be covered by JC and CM, Friday by VS and BA, Saturday by VS and BA and Sunday by CM
- Many thanks to them all for their kind offers of support

Treasurer's Report

Balances

- Current: £13,720.04
- 100 Club: £2,201.89

100 Club

August Draw

- 48, Davy Hood; and
- 35, Tim Flinn

Another 100 Club

- This year's 100 club is drawing to a close
- There was some discussion as to how to renew and refresh it, e.g. should we raise the money for a specific project like stage curtains?
- CM kindly agreed to make up a new flyer, and forward it around the rest of the committee for comment and input
- **ACTION: CM**

AOB

Collapsible Trestles

- VS has been pricing up collapsible trestles, to replace our heavy and hard to store wooden ones
- The most suitable are obtainable from Screwfix in Leith, and will cost £39.99 per pair
- On the basis that we would need eight pairs, it was decided that we should go ahead and order them
- Many thanks to VS for her work on this thus far
- **ACTION: VS**

Window Cleaning

- Now that our windows have been painted, it was suggested that we should get them professionally cleaned a couple of times per year both inside and out
- There are a couple of window cleaners known to be working in the village, and they will be approached and asked to quote
- **ACTION: JC and HC**

Food Hygiene Inspection

- BA reported that he had received a notification letter and questionnaire from ELDC with regards to routine Food Hygiene inspections
- He offered to fill in and return their form, and then make us all aware of the inspection date so that the kitchen can be checked over in time
- **ACTION: BA**

Date of Next Meeting

- The next meeting is slated for Wednesday 11th September at 7pm
- KM reported that she is away at the time, so CM kindly offered to stand in as secretary
- **ACTION: KM and CM**