

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 9th October 2013

Attendees: Barrie Ash (BA,) Chairman; Hazel Clark (HC,) Treasurer; Katy Mowat (KM,) Secretary; Jean Casey (JC;) and Vicki Short (VS.)

Apologies: Caroline MacGregor (CM;) and Jim Pattison (JP.)

September Minutes

- Proposed by JC and seconded by BA

Matters Arising

Notice board

- This will be painted by HC when time and weather permits
- **ACTION: HC**

New Circular tablecloth

- This will be purchased by HC
- **ACTION: HC**

Curtain for meeting room

- This is still on HC's "to do" list
- **ACTION: HC**

Trees

- BA has spoken to Ian McMullan, with regard to the trees overhanging the driveway, and he has agreed to come and take a look at them

Hard Wire Testing

- BA has spoken to Davy Hood (DH) about having the Hall "hard wire tested," as recommended by ELC during their recent fire safety inspection
- DH advised that a whole building test would take a couple of days at least, and would be costly as a result
- As such, it was decided to seek a second opinion as to whether such a test was needed
- Davie Murray, who conducted our fire safety training, will be consulted
- **ACTION: BA**

Lights

- Three overhead lights are now no longer working, and are causing problems for some hires e.g. table tennis
- Davy Hood has investigated the problem, and believes it to be more than just blown bulbs or transformers
- As such, he will be asked to quote for the re-wiring necessary to solve the problem
- **ACTION: BA**

AGM

- 2012-13's accounts will soon be finalized, and submitted to an independent auditor
- As such, a preliminary date was set for the AGM – Wednesday 27th November at 7.30pm
- KM agreed to draw up posters, and blog on www.garvald.org.uk, once this date was confirmed
- It was decided to keep the format similar to last year – home baking with tea and/or coffee
- **ACTION: HC and KM**

ELC Fire Safety Report

- A representative from ELC recently visited the Hall to undertake a fire safety inspection, and he was aided in this by BA and HC
- His subsequent report came as a disappointment, as it seemed to contain incorrect data, e.g. on maximum occupancy, as well as ignore facts provided by BA and HC, e.g. that alarm tests were occurring monthly
- It was agreed that BA should speak to the representative, and try and find out the reason for the various discrepancies

- **ACTION: BA**

Glassware

- KM has now done an inventory of Hall glassware, and circulated the figures amongst the committee members
- It was decided to top up our wine glasses, ahead of events like the Burns Supper, and also buy sufficient plastic boxes to store them all safely
- **ACTION: KM**

Building Work

- Barry Rollo has still to start his outstanding jobs, namely patching the trapdoor in the west vestibule, clearing the blocked downpipe on the steeple, and removing and boarding up the boiler room fireplace
- It was also noted that he should be asked to do two other small jobs when on site, i.e. fitting a draft excluder to West End Door and mending the broken shelf above one of the radiators
- **ACTION: BA**

Events

Xmas Fair

- JC reported that she was happy with the way preparations were going for the next Hall fundraiser
- Posters etc will need to be put up soon, along with a Courier advert and various on-line publicity
- It was also agreed to convene a meeting of the fundraising sub-committee so to finalize catering plans etc
- **ACTION: JC**

Hogmanay

- In his absence, HC reported that JP had been unsuccessful in finding a band thus far
- It was agreed to continue looking, but be prepared to fall back on a disco if needs be
- **ACTION JP**

Hall Hires

Wedding 12th October

- At the next wedding, the hirers want to use Hall glassware as well as crockery and cutlery
- KM confirmed that all the wine glasses were ready, and JC and VS offered to check over the rest
- **ACTION: JC and VS**

Weddings Next Year

- Five "ex-Garvald" weddings are already confirmed for 2014, leaving space for one more as per the six a year rule
- Three couples have inquired, and it was decided that it was only fair to communicate with them on a first come, first served basis
- **ACTION: BA**

A four Day wedding Hire

- One of the five confirmed weddings have asked if they can "return" the Hall on Monday rather than the normal Sunday
- This was agreed in principle, so long as the hirers ensured that no food would be left out and/or plates be left unwashed over the additional 24 hours
- Vis-à-vis the charge, it was decided that we should pro rate the three day hire charge and ask for £800 rather than £600

Treasurer's Report

Balances

- Current Account: £12,954.44
- Treasurer's Account: £2,573.89

Notes

- HC noted that our per unit price for LPG was significantly higher than the rate she was paying at home, and offered to take up the matter with the supplier
- **ACTION: HC**

100 Club

October draw

- 14, Connal McGregor; and
- 9, Graham Barnes

AOB

Health and Safety Inspection

- The Hall kitchen was inspected by ELC on Tuesday
- A 'Pass' certification has already been received and will be displayed in the kitchen
- Thanks were given to all those who helped clean and tidy it
- **ACTION: BA**

Bar Units

- BA and Graham Barnes noted that the casters on the base of both bar units were damaged beyond repair, and were causing significant scratching on the Hall floor
- They kindly offered to obtain suitable new heavy duty casters and strengthen the framework underneath
- It was agreed that BA should be reimbursed for any material costs
- **ACTION: BA**

Date of next meeting

- Wednesday 27th November at 7pm i.e. prior to the AGM