

Minutes: Garvald Village Hall Committee (GVHC)

Thursday 28th November 2013

Attendees: Barrie Ash (BA,) Chairman; Hazel Clark (HC,) Treasurer; Katy Mowat (KM,) Secretary; Jim Pattison (JP); Caroline McGregor (CM); and Jean Casey (JC.)

Apologies: Vicki Short (VS.)

October Minutes

- Proposed by HC and seconded by JC

Matters Arising

Notice board

- VS has painted the notice board
- Many thanks to her for doing this

New Circular tablecloth

- This is still to be purchased by HC
- **ACTION: HC**

Curtain for meeting room

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

Trees

- Ian McMullan has kindly looked at the trees overhanging the driveway, as well as the branches in the orchard area touching the hall roof
- He agrees that there are problems which ELDC's Landscape and Countryside Department should remedy
- BA has subsequently been in touch with ELDC, and is waiting for them to get back to him

Hard Wire Testing

- Davy Hood has now started work on Hard Wire Testing the Hall

Lights

- Davy Hood is still to quote for re-wiring the three ceiling light sockets where the bulbs have blown

ELDC Fire Safety Report

- BA has now spoken to Blair Glynn, who produced the fire safety report for ELDC, with regard to it containing incorrect facts and data e.g. on maximum occupancy
- He advised us to change the report, and send a copy back to him for his files
- **ACTION: BA**

Glassware

- KM has now sourced additional wine glasses and stackable plastic boxes to keep them in
- It was suggested she produce laminates so advise on their ongoing use and storage
- **ACTION: KM**

Health and Safety Inspection

- A 'pass' certificate has been received and is now on display in the kitchen

Bar Units

- BA has obtained suitable replacement casters for both bar units, and Dick Short has provided some plywood on which to mount them
- Graham Barnes has kindly offered to help BA with the job, and they hope to undertake it at some point soon
- **ACTION: BA**

AGM

- 2012-13's accounts have still to be finalized, as there is a positive discrepancy of £100
- Analysis suggests that there was an £100 cheque paid into the account last year which was not noted in the ledger
- The bank have been consulted, and they are trying to trace the signatory of said cheque
- It is hoped that they will come back to us soon, so that we can get the books off to an independent auditor ahead of a January AGM
- **ACTION HC**

Building Work

- Barry Rollo has now finished all his outstanding jobs, namely:
 1. patching the trapdoor in the west vestibule;
 2. clearing the blocked downpipe on the steeple, plus sealing the roan where leaking ;
 3. removing and boarding up the boiler room fireplace;
 4. fitting a draft excluder to West End Door; and
 5. mending the broken shelf above one of the radiators
- HC has consulted Community Service with regard to painting the west vestibule and boiler room, and it is hoped that they will come out and look at both jobs soon

Events

Xmas Fair

- JC reported that she was very happy with preparations ahead of this Sunday's event
- She also circulated a comprehensive check list which she has put together to help future Fair organizers
- It was suggested that everyone should read this ahead of our next meeting when it will be reviewed
- **ACTION: ALL**

Hogmanay

- JP reported that a band, The Jaggy Nettles, have now been booked and publicity will begin at the Christmas Fair

Hall Hires

Weddings Next Year

- BA confirmed that the Hall is now "fully booked" with six ex-Garvald weddings next year
- The dates are as follows:
 1. 30/5 and subsequent two days
 2. 13/6 and subsequent two days
 3. 4/7 and subsequent two days
 4. 18/7 and subsequent two days
 5. 1/8 and subsequent two days
 6. 15/8 and subsequent two days
- It was suggested that everyone note these in their diaries, as helpers will be needed
- **ACTION: ALL**

Treasurer's Report

Balances

- Current Account: £13,102.33
- 100 Club Account: £3,246.39

Notes

- HC reported that E-On have written, notifying us of a sizeable increase in our direct debit.
- It appears that they have used an estimated rather than actual meter reading in their calculations, so it was suggested she phone the correct number in.
- **ACTION: HC**

100 Club

November draw

- 12, Caroline McGregor; and
- 10, Alison Barnes

Notes

- HC reported that the 100 Club now has 72 members, an increase year-on-year

AOB

Stage Curtains

- HC happened to meet someone from Dixon Blinds and Shutters, and asked them to come up with a quote for making and hanging fire retardant stage curtains

Resignation

- JC indicated her desire to retire from the committee come the AGM
- The news was received with sadness, but she was thanked for all her hard work, especially with the Garvald Card and Xmas Fair

Accident and Injury Register

- BA reported that the Hall is legally obliged to maintain an Accident and Injury Register
- These can be bought from good stationers, so he agreed to buy one and start filling it in
- **ACTION: BA**

Trustee Indemnity Insurance

- Following discussion with Fiona Sheldon, our friendly lawyer, it has become apparent that the Hall should have Trustee Indemnity Insurance
- Preliminary investigations suggest premia are quite costly, i.e. upwards of £350 per annum
- By all accounts, Morham Village Hall Trust have recently taken it out so it was suggested we seek their advice
- **ACTION: HC**

Date of next meeting

- Wednesday 11th December at 7pm