

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 18th December 2013

Attendees: Barrie Ash (BA,) Chairman; Hazel Clark (HC,) Treasurer; Katy Mowat (KM,) Secretary; Caroline McGregor (CM;) and Vicki Short (VS.)

Apologies: Jean Casey (JC;) and Jim Pattison (JP.)

November Minutes

- Proposed by CM and seconded by HC

Matters Arising

New Circular tablecloth

- This will be purchased by HC in time for the Burns Supper
- **ACTION: HC**

Curtain for meeting room

- BA has sourced a rail, and offered to ask Doreen Ash to run us up a curtain
- **ACTION: BA**

Trees

- BA is still waiting to hear from ELDC's Landscape and Countryside Department, vis-a-vis when they might work on the trees overhanging the driveway, and the branches in the orchard area touching the Hall roof

Hard Wire Testing

- Davy Hood has now completed a Hard Wire test in the Hall, but we await the results and his bill

Lights

- Davy Hood is still to quote and provide guidance on options for re-wiring the main hall ceiling lights in addition to restoring three of the ceiling lights that are no longer working

ELDC Fire Safety Report

- Following a telephone conversation with Blair Glynn, ELDC's fire safety officer, BA has now submitted an amended fire safety report as well as kept a copy on our files

Glassware

- KM apologised for not having had time to produce laminates for the Hall glassware, advising how best to use and store it on an ongoing basis
- She said she would try to get round to it before our next meeting
- **ACTION: KM**

Bar Units

- BA and Graham Barnes now have all the materials needed to affix new casters to the two bar units, and will do the work when they find some spare time
- **ACTION: BA**

Stage Curtains

- HC is still waiting to receive a quote from Dixon Blinds and Shutters, for making and hanging fire retardant stage curtains
- BA has sourced an alternative estimate from Norman T Craig, which comes in at c£3340

Accident and Injury Register

- BA has obtained an Accident and Injury Register, which will be kept with the First Aid Box in the kitchen
- KM offered to make and display a notice, telling volunteers where the register is located and reminding them to fill it in if an accident does indeed occur
- **ACTION: KM**

Trustee Indemnity Insurance

- Davy Murray has now forwarded HC details of Morham Hall's Trustee Indemnity Insurance
- She agreed to forward it on, so that it can be discussed at our next meeting
- ACTION: HC

Utility Bill

- HC has now spoken to E-On about their decision to increase our monthly direct debit
- It transpired that they had used an estimated reading to work out the new amount, and on our submitting an actual reading, they decided to lower the direct debit again
- Many thanks to HC for sorting all this out

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, and the bank cannot help us by identifying the payer's name
- As such, the books will be submitted to the auditor, Garry McGregor, with this discrepancy and an explanation given in the accompanying notes
- A preliminary time and date was set for the AGM, 7.30pm on Wednesday 29th January
- ACTION HC

Building Work

- Barry Rollo has now completed all his work in the Hall and his bill has been paid
- GMCC had already funded the majority, by way of the Crystal Rigg Community Development Fund, and have encouraged us to submit an application for the balance
- Community Service have agreed to paint both the West Vestibule and Boiler Room, and will come and do a proper recce early in the New Year

Events

Christmas Fair

- This was a very successful event in the village calendar as well as raising c£440 for Hall coffers
- Thanks were given to all those helped, especially to JC for organising and JP who was an excellent Santa
- In her absence, JC's "how to organise the Christmas Fair" checklist was left for discussion at our next meeting

Hogmanay

- It was agreed that this event should be managed by two teams, one to set up and cater and another to tidy up afterwards
- CM and HC agreed to take the lead of each respective team
- In his absence, it was also decided that JP should continue to liaise with the band and pay them on the night
- ACTION: CM, HC and JP

Hall Hires

Biomass Conference

- The Hall recently hosted a one day seminar for Farmers using biomass energy systems
- It would seem to have passed off successfully, and their security deposit will be refunded in full

Treasurer's Report

Balances

- Current Account: £12,946.59 – this is after payment to Barry Rollo
- 100 Club Account: £3,146.49 – this is after payment of the special £100 Xmas draw cheque to Heidi Ingram

100 Club

December draw:

- 9, Graham Barnes; and
- 69, Stuart McQuade

AOB

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Lights

- BA reminded people to check the lights (and Xmas decs) are turned off before exiting the Hall

Website

- BA suggested we ought to write and send a formal thank-you to Heidi Ingram, given all her hard work on the website
- KM agreed to undertake this task
- ACTION: KM

Date of next meeting

- Wednesday 29th January 2014 at 7pm, prior to the AGM at 7.30pm