

## **Minutes: Garvald Village Hall Committee (GVHC)**

Wednesday 12<sup>th</sup> March 2014

Attendees: Barrie Ash (BA,) Chairman; Hazel Clark (HC,) Treasurer; Katy Mowat (KM,) Secretary; Caroline McGregor (CM;) Laura Young (LY;) Jim Pattison (JP;) Vicki Short (VS,) Trustee; Hugo Straker (HS,) Trustee; Ian Marr (IM,) Trustee; and Fiona Sheldon (FS.)

### **Welcome**

- BA welcomed everyone to this special meeting, the first attended by all the Hall's Trustees and management committee members for a number of years
- He also greeted local lawyer Fiona Sheldon (FS,) who had kindly agreed to come along and give a professional opinion about Trustee Indemnity Insurance

### **Trustee Indemnity Insurance (TII)**

#### Legal Advice

- BA set the scene, explaining how the popularity and development of the Hall as a venue brings with it risks
- Said risks create the need for us to explore insurance against possible claims, either against the Hall or the Trustees, arising from accidents or oversights
- FS took over, and delineated the difference between Public Liability (PLI) and TII
- PLI insures the Hall in the event of an accident within the building or on GVHT land e.g. if masonry were to fall from the tower and injure a third party
- TII insures the Trustees, as nominal owners of the Hall, if there was a breach of contract, e.g. if two hires were accidentally booked concurrently, or if a mishap was shown to be a consequence of negligence
- There followed some discussion, particularly around the latter concept, and FS pressed upon us the need to "defend against negligence by taking all necessary precautions" i.e. completing thorough risk assessments
- In conclusion, FS advised that it would be prudent for the Hall to take out a TII policy in addition to PLI, or to seek out a combined policy when our PLI comes up for renewal in August
- She also reminded the Trustees of their legal requirement to take an active interest in the Hall, and supervise the ongoing work of the management committee

#### Discussion

- Following FS's advice, there was almost immediate agreement of the need for TII, and to get it as soon as possible rather than wait for August's PLI renewal
- By way of examples, BA handed out a synopsis of a variety of TII policies from different insurers, and there followed a discussion of their pros and cons
- It was concluded that we do not need the highest level of cover in monetary terms, i.e. £100k would suffice, but any policy should have an allowance for professional and/or legal fees
- As such, BA agreed to go back to our insurance brokers and ask them to find and quote for a suitable policy
- He said he would circulate the particulars amongst the trustees and management committee ahead of our next meeting, with a view to making a formal and final decision then
- **ACTION: BA**

### **Elections to the committee, and of Office Bearers**

- Elections were deferred at the February meeting due to scant attendance
- As such, LY was formerly proposed for the management committee by HC tonight, and seconded by JP
- The current Chairman, BA, agreed to continue in office, and was formerly proposed by JP and seconded by HC
- Likewise the current Treasurer, HC, who was proposed by VS and seconded by HS, and the standing Secretary, KM, who was proposed and seconded by IM and HC respectively

### **February Minutes**

- Proposed by HC and seconded by BA

### **Matters Arising from Actions Points**

Curtain for meeting room

- Doreen Ash is in the process of making a simple curtain to draft-proof the meeting room
- It will need a track, and BA kindly offered to source and affix one
- **ACTION: BA**

#### Stage Curtains

- Last year, it was decided to spend the 100 Club surplus on two sets of stage curtains - one for the front, to improve aesthetics, and one for the back, so to hide the exit doors and create some “storage space”
- We already have one quote from a local curtain maker, Norman T Craig, and anticipate another, from Dixon Blind and Shutters
- It has also been suggested that we do it ourselves, by asking various crafty people in the village for assistance, and we wait to hear if they can indeed help
- **ACTION: HC and CM**

#### Plumbed in Urn

- Post the Burns Supper, it was agreed that the kitchen would benefit from a plumbed in and hard wired urn
- We already have a price for said urn (£339.99 plus VAT) and plumbing in (£104) – and Davy Hood, a local electrician, has said he would do the electrics for £50
- One wall cupboard will need to be moved to fit the urn in though, and we await a quote from Barry Rollo for this work
- In the meanwhile, HC is going to apply for funding from Fred Olsen Community Development Fund at the GMCC meeting in April
- **ACTION: HC**

#### Building Work

- The leak near the kitchen door has been traced to a missing roof tile, and Barry Rollo has agreed to come and mend it
- Community service are also expected to come and look at the West Vestibule and Boiler Room, with a view to painting them
- **ACTION: BA and HC**

#### Events

##### Alternative Events

- At the last meeting, it was suggested that we waive the Plant Sale and Christmas Fair this year, and replace them with a single summer fundraiser
- “Something foodie” had been suggested, and ideas for a “Garvald Bake Off” were put up for discussion
- Numerous concerns were raised however, not least the organisational time needed and the possibility of actually raising much money
- As such, it was suggested that everyone put on their thinking caps again and bring more ideas to the next meeting
- **ACTION: ALL**

#### Hall Hire

- At present, there are five weddings confirmed this summer – and BA is still waiting to hear back from another couple vis-a-vis a sixth

#### Treasurer’s Report

##### Balances

- Current Account: £14,299.44 – this includes £825 received from ELDC for councillors’ surgeries and a £617 grant from the Local Priorities Fund for recent building works
- 100 Club Account: £2999.39

#### 100 Club

##### March draw:

- 11, Gary McGregor; and

- 70, Caroline Straker

#### **AOB**

##### Cleaning

- HC reported that the current Hall cleaners, The Finishing Touch, were leaving the village and would be unable to help us in the future
- They have recommended an alternative, Mrs Avril Julian, and she is interested in taking on the work on similar terms
- A meeting with Avril will be arranged, so to discuss and confirm requirements
- In the meanwhile, the need for new cleaning equipment was discussed and it was agreed that HC should spend up to £50 on what is needed ahead of summer hires
- **ACTION: BA and HC**

##### Cooker service

- HC pointed out that a cooker service is long overdue, and agreed to get in touch with the engineer as soon as possible
- **ACTION: HC**

##### Wheelie bin shield

- HC suggested it would be more aesthetically pleasing to shield the Hall's wheelie bins, and move them from the drive into the orchard
- She agreed to price up some sort of wooden storage system, and consult with ELDC if we propose erecting it just inside the orchard area
- **ACTION: HC**

##### **Date of next meeting**

- Wednesday 9<sup>th</sup> April at 7pm