

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 14th May 2014

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

Apologies: Jim Pattison (JP;) and Laura Young (LY.)

Absent: Hugo Straker (HS;) and Ian Marr (IM.)

April Minutes

- Proposed by HC and seconded by BA

Matters Arising from Actions Points

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, but it was decided to explore a "DIY" option by asking various crafty people in the village if they could help
- HC and CM have put some feelers out, but have yet to hear back
- **ACTION: HC and CM**

Cleaning

- The Hall will need a full clean between events on 22nd and 29th May, i.e. it being used as a Polling Station and a Wedding venue
- Avril Julien, a local cleaner, has been recommended as a replacement for The Finishing Touch
- HC agreed to meet with her so to discuss and confirm arrangements
- **ACTION: HC**

Cooker service

- The cooker is long overdue a service
- HC has been in touch with the engineer, but has yet to hear back from him
- **ACTION: HC**

Wheelie bin shield

- It has been suggested that it would be more aesthetically pleasing to shield the Hall's wheelie bins, and possibly move them from the drive into the orchard.
- HC has said she would price up some sort of wooden storage system, and consult with ELDC about erecting it on their land.
- **ACTION: HC**

Trustee Indemnity Insurance (TII)

- Following lengthy discussions between all the Trustees, Management Committee and a local solicitor, it was agreed that the Hall should have TII with added protection toward meeting potential legal costs
- BA has liaised with our Insurance Brokers, Edinburgh Risk Management, has chosen a Royal Sun Alliance policy and it is now paid for and cover in place.
- A copy of the policy document is being kept in the Treasurer's File, but it can be made available to any Trustee or management committee member who wishes to read it
- **ACTION: BA**

Oblong Tables

- BA has noted that two of the rectangular tables are cracked, and in need of simple repair
- He said he would see to the matter along with his friend Graham Barnes
- Many thanks to the two of them in advance
- **ACTION: BA**

Spring clean

- It was agreed that we try and assemble a working party to “spring clean” the Hall ahead of the first wedding of the year at the end of this month
- KM said she would post on the village website, calling for volunteers to muster for a couple of hours from 10am on Saturday 24th May
- **ACTION: KM**

Risk Assessments

- At the March meeting, during our discussion of TII with local lawyer Fiona Sheldon, we were advised to think about compiling risk assessments for the Hall and its activities
- BA has kindly started to research the matter, and provided the meeting with some documentation he sourced from the Health and Safety Executive website
- Said documentation was discussed at length, as we how best to proceed
- It was suggested that we might seek some guidance from ELDC and/or some assistance from people in the village who might do risk assessments in their everyday work
- KM said she would investigate the former, and HC had a few ideas on the latter
- **ACTION: HC and KM**

Building Work

- Barry Rollo has now completed his various jobs, including replacing missing roof tiles, easing both outside doors which have become swollen and sticky with the wet weather and some joinery in the kitchen
- As such, the kitchen is now ready for the urn to be plumbed and hard wired in, and local tradesmen Brian Hogg and Davy Hood are tee-ed up to do this
- The “unpaid work team” have begun painting the West Vestibule and Boiler Room and will look to have both jobs done by the first wedding at the end of May
- **ACTION: HC**

Events

Jumble Sale

- Due to “staff shortages,” it was agreed to postpone the Jumble Sale – and it will now take place on Sunday 15th June
- KM agreed to make the village aware via the website, encourage them to start stock piling jumble and askif anyone would be willing to help out
- **ACTION: KM**

'70s Night

- At the last meeting, it was suggested that we could host a fancy dress disco to raise funds in lieu of the Plant Sale and/or Christmas Fair this year
- Both KM and CM had priced up DJs, and at c£150-200 per night, they seem to be markedly cheaper than a live band
- It was agreed that we should think of possible dates in the autumn, and sound out willing helpers
- **ACTION: KM and CM**

Hall Hires

Hires w/c 19th May

- Volunteers were sought to help with two hires next week
- KM agreed to manage pilates on Tuesday 20th, and KM and HC both offered to do the election on Thursday 22nd
- **ACTION: KM and HC**

Wedding on 30th May

- Volunteers were sought to man the first wedding of the year
- VS agreed to do set up, CM to man the Friday, KM the Saturday and HC the Sunday
- BA said he would make the hirers aware, and forward the appropriate check lists
- **ACTION: BA, VS, CM, KM and HC**

Treasurer's Report

Balances

- Current Account: £14,222.32 – this is after paying Barry Rollo, and also the premium for TII
- 100 Club Account: £2,953.39

100 Club

May draw:

- 26, Janet Winter; and
- 36, Davy Hood

AOB

Driveway Light

- BA noted that the sensor unit casing for the driveway lights is cracked and in need of professional attention
- Local electrician, Davy Hood, is coming to work on the urn so will be asked his thoughts then
- **ACTION: BA**

Date of next meeting

- Wednesday 11th June at 7pm