

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 11<sup>th</sup> June 2014

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

Apologies: Hugo Straker (HS;); and Laura Young (LY.)

Absent: Ian Marr (IM.)

### May Minutes

- Proposed by HC and seconded by CM

### 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"
- Local craftswomen Sylvia Murray(SM) has now agreed to help us make something up, so we began to discuss the specifics of design and installation
- It was agreed to focus on the back curtains to start with, and to hang light coloured but fire retardant drapes from a rail mounted on wood c 1m from the back of the stage so to create c5m<sup>3</sup> of storage space
- HC agreed to take discussions with SM forward on this basis, and consult local tradesman John Hughes about putting up the rail
- **ACTION: HC**

#### Cleaning

- Avril Julien (AJ) has started cleaning the Hall ahead of weddings, and it was agreed that she has done a fantastic job
- HC suggested extending her contract so to encompass some of the other work surrounding wedding hires, e.g. checking progress on Saturday and inspecting after the tidy up on Sunday
- This was discussed, and everyone agreed that it was a good idea and one to take up with AJ as soon as possible
- **ACTION: HC and BA**

#### Cooker service

- This has now been done, and we have been certificated
- The engineer did say that the cooker was emitting high levels of carbon dioxide especially when both the oven and hobs are on simultaneously at maximum, and suggested that we look into additional ventilation
- This was discussed, and it was agreed that we should make up and display some posters advising cooks to open two kitchen windows when the cooker is being used
- **ACTION: KM**

#### Wheellie 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**

#### Oblong Tables

- It had been noted that two of the rectangular tables were cracked and in need of simple repair
- This has now been done by BA and Graham Barnes, and thanks was offered to them both

#### Spring clean

- A group of volunteers was successfully mustered on Saturday 24<sup>th</sup> May, and various jobs done

- Thanks were given to all those involved
- It was also noted that a number of “lost property” items were found, and KM agreed to advertise them on the website
- **ACTION: KM**

#### 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**

#### Management Committee Recruitment, Retention and Working Practises

- The Management Committee is currently light on numbers, and some members are finding it difficult to attend meetings due to other commitments
- As such, there was some discussion as to whether we need to change our working practises – and in particular, the routine of having meetings on the second Wednesday evening of every month
- It was decided that shifting the time and day would cause another set of problems
- As such, it was agreed to try meeting less frequently in the hope that committee members and trustees would make more effort to attend
- The next committee meeting will therefore take place on Wednesday 13<sup>th</sup> August at 7pm
- All committee members, and trustees, were asked to diary that date and try very hard to come along
- In the meanwhile, any pressing business will be conducted via e-mail and/or ad-hoc gatherings
- It is important that as many committee members and trustees give feedback and/or comments as appropriate
- **ACTION: ALL**

#### 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
- We have subsequently sought advice as to how to go about this, asking people in the village who risk assess as part of their everyday work
- John Winter (JW) kindly offered some thoughts, and agreed to read through any draft risk assessment we produce
- As such, it was agreed that we should tentatively begin the process as soon as possible – with spare time during the Friday and Saturday Jumble Sale set up being suggested
- **ACTION: ALL**

#### Building Work

- The urn is now plumbed in, if not hard wired, so will be useable at the Jumble Sale on Sunday
- The “unpaid work team” have largely painted the West Vestibule and Boiler Room, and will look to complete the job after a turn in the weather
- It was noted that the appearance of both areas is already greatly improved

#### Events

##### Jumble Sale

- The next fundraising event is the annual Jumble Sale, and it will take place on Sunday 15<sup>th</sup> June from 12pm
- The posters are up, an ad has been placed in the Courier and various posts have been made on [www.garvald.org.uk](http://www.garvald.org.uk) asking for help
- Committee members and trustees were asked to try and spare some time on either the Friday, Saturday or Sunday – and to bring along family members if they can
- **ACTION: ALL**

##### ‘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**

#### Forthcoming weddings

- It was decided to hold off planning cover for all the summer's weddings until we have spoken to AJ
- If AJ did agree to a contract extension, she would need to be shown the ropes at the next wedding i.e. that from Friday 4<sup>th</sup> till Sunday 6<sup>th</sup> July
- The following volunteers offered to be on hand to do this: advance set up, VS; Friday, CM; Saturday, HC; and Sunday, KM
- **ACTION: VS, CM, HC and KM**

#### Wedding on 30<sup>th</sup> May

- The first wedding of the summer passed off okay, save caterers' vans using and blocking the wrong access and a number of tea towels going missing
- BA stressed the importance of telling hirers, and their contractors, to use the Hall's own access and sack-barrow any equipment to the West end door via the orchard
- Re tea-towels, HC will buy replacements and deduct the cost from the hirer's security deposit
- **ACTION: ALL**

### **Treasurer's Report**

#### Balances

- Current Account: £14, 094.35
- 100 Club Account: £2894.39

### **100 Club**

#### June draw:

- 1, Carol Hughes; and
- 47, Ken Mallen

### **AOB**

#### Public Liability Insurance

- BA has received renewal review documents from Edinburgh Risk Management, and will circulate for discussion on e-mail
- **ACTION: ALL**

**Date of next meeting:** Wednesday 13<sup>th</sup> August at 7pm