

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 13<sup>th</sup> August 2014

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

Apologies: Hugo Straker (HS;)

Absent: Ian Marr (IM.)

### June 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"
- At the last meeting, it was decided that we should focus on the back curtains for now
- Local craftswomen Sylvia Murray(SM) has now agreed to make something up, and quoted c£240 should we provide suitable fire retardant material
- Dave Ramsay has also offered to help, and will affix a wooden batten and then a running rail onto the stage ceiling
- HC also suggested we look to improve the stage lighting at the same time as putting up the curtains, and agreed to consult Northern Lighting in Leith who have done work on Stenton Hall's lights
- **ACTION: HC**

#### Cleaning

- Avril Julien (AJ) is now cleaning the Hall, and doing much of the work surrounding wedding hires over the three day duration of each booking
- All agreed that she is doing a fantastic job, and we are greatly indebted to her
- It was asked whether she has all the equipment she needs to continue doing the job
- There was some discussion of this, during which it was reported that trial use of a "steam cleaner" had proven to be a very efficient means of cleaning the floor areas throughout the building
- It then transpired that LY has such a cleaner which she no longer needs, and she kindly offered to donate it to the Hall - many thanks to her for this
- **ACTION: HC and LY**

#### Cooker Use Posters

- KM has now made and put up posters in the kitchen, instructing caterers to open at least two windows when using the cooker, so to comply with the servicing engineer's advice on providing adequate ventilation

#### 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 continues to investigate the practicalities of this, and will also consult with ELDC about using their land
- BA also took the opportunity to inform the Committee of a routine reminder received from ELDC about our recycling obligations
- He also informed that he had received, and will keep on file, a permit permitting us to use ELDC Recycling Centres should we have any surplus recyclables
- **ACTION: HC and BA**

#### Driveway Light

- The sensor unit casing for the driveway lights is still cracked, and in need of repair
- Local electrician, Davy Hood, has been asked to come look it at and will be reminded although it was noted that he is very busy at present
- **ACTION: BA**

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

- At the last meeting, it was decided to trial meetings every second month and encourage more ad hoc e-mail communication in-between times
- Everyone agreed "so far so good" so it was decided to schedule our next meeting for early October

#### 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
- The HSE website was subsequently consulted, and pro forma risk assessments downloaded
- CM has kindly been looking at said downloads, and has begun to adapt them for the Hall
- Everyone thanked her making a start on this, and agreed that she should continue before e-mailing around the rest of the Committee for input
- **ACTION: ALL**

#### Hall Insurance

- Following e-mail discussion with the rest of the Committee, BA has now renewed our insurance by way of our broker, Edinburgh Risk Management
- There was a small increase in premium year on year, due to index increases to the building and contents sums insured, but the effect was partially offset by paying as a lump sum rather than monthly direct debits

#### Building Work

- The "unpaid work team" have now completed their redecoration of the West Vestibule and Boiler Room
- The hot water urn is now plumbed into the kitchen, but it is still to be hard wired
- Davy Hood has agreed to do this, and he will be reminded especially with the Horticultural Show coming up in the next few weeks
- **ACTION: BA**

#### Events

##### Jumble Sale

- The Jumble Sale was a success, raising £520 on the day plus £30.60 from rags
- Many thanks to all those who donated stock, bought goods or helped out on the day

##### '70s Night

- It has been agreed to stage a Fancy Dress 70's Disco to raise funds in lieu of the Plant Sale and Xmas Fair this year
- It was agreed to run it along the lines of successful family friendly ceilidhs, charging £10 for adults, £5 for secondary school kids and £2 for those at primary
- KM and CM agreed to sound out DJ's for Saturday 25<sup>th</sup> October, and to continue developing plans with the rest of the Committee by e-mail
- **ACTION: KM and CM**

#### Hall Hires

##### Weddings in 2015

- BA reported that although there are currently no confirmed wedding bookings in 2015, a number enquiries are in progress
- In this context it was agreed that we should consider increases to hire charges at a later date, and similarly the number of weddings which can be accommodated
- KM also agreed to do some marketing of the Hall as a wedding venue via the village website
- **ACTION: KM**

#### Treasurer's Report

##### Accounts for 2014

- HC reported that she has already drafted annual accounts for financial year ending 31/7/2014
- HC agreed to ask Gary McGregor to audit once again, and all being well, the AGM will take place at the time of our next meeting in October

- In the mean time, KM will devise a flier and post on [www.garvald.org.uk](http://www.garvald.org.uk)

#### Balances

- Current Account: £14679.06
- 100 Club Account: £2845.39

#### 100 Club

##### July draw:

- 42, Avril Blaimire; and
- 57, Leigh Thomson

##### August draw:

- 33, M & D Neillands; and
- 60, Eleanor Cadzow

#### Another 100 Club

- The final draw of this year's round will take place in October
- All agreed that we should prepare for another round, and in the same format i.e. monthly draws plus an Xmas bonus
- CM offered to update her existing flier, and hopefully have hard copy in time for the Horticultural Show
- It was also suggested that we try to meet all the new people in the village, and encourage them to buy tickets
- **ACTION: CM**

#### AOB

##### Jean Casey

- HC noted that former Committee member Jean Casey is soon to leave the village
- All agreed that it would be nice to buy her a leaving present, and £20 will be made available
- **ACTION: HC**

**Date of next meeting:** Wednesday 8<sup>th</sup> October at 7pm