

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 11<sup>th</sup> February 2015

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

Apologies: Hugo Straker (HS;) and Tertia Houston (TS.)

### December Minutes

- Proposed by HC and seconded by BA

### Matters Arising from Actions Points

#### Stage Curtains and Lights

- A set of curtains have now been made and hung at the back of the stage, and fronted with a sheet of twinkly fairy lights
- It was hoped that the former would create some more storage space, and the latter improve aesthetics
- A number of people commented as to how good the stage now looked over the various Xmas and New Year Events, and the committee agreed today that they were happy with the outcome
- A vote of thanks was offered to all those concerned

#### Steam Cleaner

- A steam cleaner has now been purchased for use by Avril Julien, the Hall's cleaner, and it is reportedly working well
- HC offered to donate the Hall a cupboard, in which to store said steam cleaner and other cleaning equipment, and it was agreed that we should accept her kind offer
- BA said he would assist HC with transporting and fitting it in the West End vestibule
- **ACTION: HC and BA**
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#### Electrician

- Local electrician Davy Hood has recently been on site to do some remedial work, namely repair an internal emergency light and also the floodlight on the tower
- At the time, he also looked at the broken driveway light but realised he needed a new sensor unit
- Once said part is obtained, he will return and hard wire the kitchen's new urn at the same time
- **ACTION: BA**

#### Risk Assessments

- Last year, we were advised by local lawyer Fiona Sheldon that we should compile risk assessments for the Hall and its activities
- CM agreed to use the HSE website, in particular their pro formas, to start work on this before circulating her efforts to the rest of the committee for input
- Today, she reported that she was still working on the documents but hoped to have something to send round soon
- **ACTION: ALL**

#### Food Labelling

- Following receipt of a letter and guidebook from ELC re new food allergen labelling legislation, JP has been in touch with Environmental Health so to clarify our responsibility
- He reported that we, as a village hall, are not required to implement the legislation in full but need to be aware of it
- As such, it was decided that a copy of the guidebook would be kept in the kitchen along with a laminated list of all the allergens it concerns
- **ACTION: BA**

## SCVO

- Following a discussion at the last meeting about whether the Hall should join the Scottish Council for Voluntary Organisations, KM confirmed that membership would be free for a body of our size
- As such, it was agreed that we should sign ourselves up
- **ACTION: KM**

## Local Priorities Fund

- HC made the committee aware that the GMCC still have c£918 to allocate from the Local Priorities Fund before the end of March this year
- There followed a brief discussion of things the Hall needs, which we could apply for funds for, and one big ticket item was agreed upon – a better fridge freezer
- HC said she would investigate costs and options before informing the committee by e-mail
- **ACTION: HC**

## Building Works

- At the last meeting, there was some discussion as to how to repair and maintain the Hall's leaded windows, and also improve heat retention by way of secondary glazing
- ELC's Planning Department were subsequently consulted and a planning officer met with various committee members on site
- She was quite clear that any broken windows would have to be replaced like for like, and suggested we contact the Blackadder Church in North Berwick who are currently going through a major restoration process
- On the subject of secondary glazing, she was more encouraging than Planning Officers had been in the past, suggesting permission might be granted if we took a sympathetic approach
- JP kindly contacted the Blackadder Church on our behalf, and will arrange for their contractor, Scottish Glass Studios, to visit the Hall
- LY also offered to ask her brother, who works in joinery and glazing, to come and take a look
- **ACTION: BA, JP and LY**

## Events

### Hogmanay

- Following the successful organisation of last year's Hogmanay by a group of villagers, it was agreed that the committee should continue to step back from this event
- KM agreed to notify the village of this decision via the website ASAP
- **ACTION: KM**

### Events

- Two fundraising events were agreed upon for the first half of the year, namely: a Table Top Sale on 26<sup>th</sup> April; and Jumble Sale on 28<sup>th</sup> June
- An events sub committee will convene to discuss the organisation of these in greater length on Wednesday 18<sup>th</sup> February at 7pm
- In the meanwhile, KM agreed to post a "save the date" message on the village website

## Hall Hires

### Weddings in 2015

- BA confirmed that there were now eight weddings booked in the Hall this year, with Avril Julien kindly committed to managing proceedings
- The dates are as follows:
  - 10th-12th April
  - 12<sup>th</sup> June (One day at £200)
  - 13th-14<sup>th</sup> June (Two days at £200 = £400)
  - 24th-26th July
  - 31st July-2nd August
  - 4th-6th September

- 18<sup>th</sup>-20th September
- 23rd-25th October
- There followed some discussion of whether to take on more bookings, and the conclusion was for BA to be pragmatic and use his discretion

### **Treasurer's Report**

#### Balances

- Current Account: £15382.76
- 100 Club Account: £3299.55 – net of payment for stage curtains and fairy lights

#### **100 Club**

##### January draw:

- 57, Janet Winter; and
- 66, Norma Thompson

##### February draw:

- 62, Eleanor Cazdow; and
- 2, Toni Bunch

### **AOB**

#### Serving Spoons and Pudding Bowls

- When the Local Priorities Fund was discussed, and an application for a fridge freezer agreed upon, it was also suggested that the Hall could do with some serving spoons and pudding bowls to match the existing service
- HC said she had a copy of Nisbett's catering catalogue, and would investigate costs and options, with a view to investing some of the 100 Club surplus
- **ACTION: HC**

#### West End Exit Door

- BA reported that it was sticky again, but that Barry Rollo had agreed to come and sort it out
- **ACTION: BA**

#### Touch Up Painting

- HC reported that there were a few places which needed a refresh of paint, so it was agreed to ask Cockburns to come back on site
- **ACTION: HC**

**Date of next meeting:** Wednesday 8th April at 7pm