

## Minutes: Garvald Village Hall Committee (GVHC)

Thursday 11th June 2015

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

Apologies: Hugo Straker (HS;) and Vicki Short (VS.)

### April Minutes

- Proposed by HC and seconded by BA

### Matters Arising from Actions Points

#### Electrician

- Local electrician Davy Hood is still due to do two jobs in the hall, one large and one small
- The major job is to assess the wiring of the main lights, and suggest how it might be renewed so to prevent the failure of any more lamps – there are already a number out, leaving areas of the hall partially shaded
- All agreed that this is an important task, and one which we would like Davy to undertake, so we agreed to sit tight and wait for him to fit the work in
- The smaller job is that of hard wiring the urn, which was plumbed into the kitchen about a year ago
- It was suggested that another local electrician, or handy man, could be asked to do this as it would be nice to have it sorted by the Flower Show in August
- **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 will have much more time to devote to this come the school holidays and would hope to have made some progress by August's meeting
- **ACTION: CM**

#### SCVO

- KM confirmed that GVHT is now a member of the Scottish Council for Voluntary Organisations – membership number 4837
- The committee were encouraged to look up the SCVO website, [www.scvo.org.uk](http://www.scvo.org.uk), and see how we might benefit
- **ACTION: ALL**

#### West End Exit Door

- Barry Rollo has now sorted out the West Door, which had become swollen and sticky over the winter

#### Touch Up Painting

- HC is still waiting for local decorators Cockburns to confirm when they might be available to do various bits of paintwork in the Hall so she said she would chase them up
- **ACTION: HC**

#### Rear of Hall

- The area to the rear of the Hall is perennially beset by weeds, and it was agreed in April that we should seek a quote for clearing the area and spraying, with a view to planting a wild flower meadow in a year's time
- HC secured a price from a reputable local landscaper, but suggested that the area is now much weedier than when he surveyed the job so the quote might be obsolete
- All agreed that the work needed to be done, so suggested HC go back and renegotiate a price of up to £1000 which could be funded from the 100 Club surplus

- **ACTION: HC**

#### **Building Works**

- Following discussions about the renewal of broken leaded windows, and the installation of secondary glazing, HC has now obtained a quote from local joiners McArthurs
- LY's brother, a glazer, is also in the process of preparing a quote, so there should be a basis for discussion come the August meeting
- **ACTION: LY**

#### **Events**

##### **Spring Sale**

- This was a well attended, and much enjoyed, event which raised £418
- Many thanks were extended to all those involved

##### **Jumble Sale**

- This is due to take place on Sunday 28<sup>th</sup> June from 12pm to 2pm, with staging at the same time the day before
- It was agreed to keep the format the same as previous years, i.e. bacon butties served from a hatch whilst the sale is ongoing
- Historically, VS has arranged for the collection and disposal of unsold stock and it is hoped she will be able to do so again
- KM agreed to blog on the village website, asking for stock as well as volunteers
- Posters will also be put up in the village, as well as the usual road side notices
- There then followed some discussion as to whether the Hall should keep all the proceeds, or make a donation to the Disasters Emergency Committee's Nepal Appeal as suggested by CM
- A majority of the committee liked the idea of a profit share, but exactly how much to donate will be determined after the event
- **ACTION: ALL**

#### **Hall Hires**

##### **April Wedding**

- The first wedding of the year was largely a success, save a drain blockage and discovering that our large table cloths had been stained with mould during storage
- There was some discussion as to whether we should replace said table cloths, but it was ultimately decided not to as very few hirers ever ask to use them

##### **State of the Hall after non-Wedding hires**

- It was noted that the Hall, and in particular the kitchen, had not been sufficiently cleaned and tidied after a couple of recent hires
- At present, it is only wedding hires which pay a damage deposit and receive a pre-key-return checklist – and it was debated whether this should be widened to hires per se
- It was ultimately agreed that a damage deposit might cause a bit of negative goodwill, as well as even more admin, but a checklist would be developed and trialled
- **ACTION: BA and HC**

##### **Weddings in 2015 and 2016**

- BA reported the cancellation of one of the weddings slated for early August, but we already have a new booking in mid October so are still on target for 8/9 events this year
- Re 2016, two are already booked and there are also three inquiries outstanding

#### **Treasurer's Report**

##### **Balances**

- Current Account: £17,454.56
- 100 Club Account: £3,174.92

- HC also reported that due to a Scottish Government Initiative, we no longer had to pay water charges of c£59 per month

#### **100 Club**

May draw:

- 68, Mairi Neilands; and
- 72, Evie Houston

June draw:

- 74, Mr and Mrs Straker; and
- 8, Michael Leather

#### **AOB**

Hall Insurance Renewal

- BA reported that the Hall's general insurance is due for renewal, and we had received the necessary paperwork from our brokers Edinburgh Risk Management
- All agreed that ERM do a brilliant job, so we should let them get on with it on our behalves

**Date of next meeting:** Wednesday 12<sup>th</sup> August at 7pm