

## **Minutes: Garvald Village Hall Committee (GVHC)**

Wednesday 12<sup>th</sup> August 2015

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

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

### **June Minutes**

- Proposed by HC and seconded by JP

### **Matters Arising from Actions Points**

#### Electrician

- Local electrician Davy Hood has now hard wired the hot water urn
- He also supplied the details of two Edinburgh based lighting designers who could possibly remedy ongoing problems with blown bulbs in the Hall's main lights
- One of said designers, Scott Coppola, have already been on site and is due to provide us with ideas and quotes
- The second, Edinburgh Electrics, will be asked to come and give an alternative viewpoint as soon as possible
- Further details will be forwarded to the rest of the committee by email as and when available
- **ACTION: BA and HC**
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#### Risk Assessments

- CM circulated a draft risk assessment for the Hall which she put together using guidance on the Health and Safety Executive website
- Said draft was discussed at length, with input and suggestions from all committee members
- The assessment will now be redrafted by CM, and the new copy circulated by email ahead of discussion at the next meeting
- In the meanwhile, thanks were given to CM for all her efforts thus far
- **ACTION: CM**

#### 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
- **ACTION: HC**

#### Rear of Hall

- As the weeds to the rear of the Hall are now in "full bloom," it was agreed that it was too late to effectively remove them and landscape the area this year
- As such, the issue will be readdressed in the Spring and a local gardener/handyman be asked to come and quote for the work

#### Chair Feet

- All the Hall's upholstered chairs were checked to ensure they had four proper plastic feet
- Two chairs were found wanting, and will have new feet fitted as soon as possible
- **ACTION: HC**

#### Building Works

- At the last meeting, it was agreed that LY would ask her brother, a glazer, to provide an alternative quote for renewing the Hall's leaded windows
- KM agreed to speak to LY and see if there had been any progress in the last couple of months, and circulate any information around the committee by email
- **ACTION: KM**

#### Events

Jumble Sale

- This was a well supported event, raising £430 for the Hall and another £350 was donated to the DEC Nepal Appeal
- Many thanks were given to all those who helped in one way or another

#### Future Events

- There was some discussion as to what might be organised in the coming months, namely something at Christmas, a Hogmanay ceilidh and/or a Burns Supper
- A formal Christmas Fair was discounted as there are many similar events in the county, but there was some suggestion that the turning on of the Christmas tree lights could be celebrated in some way
- As per last year, it was agreed that any Hogmanay event should be organised by a separate committee and KM agreed to post a notice on the website saying that the Hall would be available on 31<sup>st</sup> December
- **ACTION: KM**

#### Hall Hires

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

- At the last meeting, it was suggested that non-wedding hires should be provided with a pre-key-return checklist so to ensure that the Hall is sufficiently cleaned and tidied
- BA had agreed to put said check-list together, but reported that it was still work in progress
- **ACTION: BA**

##### Up and coming hires

- The next couple of months are busy with the Flower Show, and weddings and parties on every weekend in September
- Given the new bi-weekly bin collection regime, there is a risk that refuse might back up
- As such, it was agreed that Garvald resident hirers should be asked to use their own bins for refuse and recycling, and committee members' make their own bins available as and where necessary
- **ACTION: ALL**

#### Treasurer's Report

##### Balances

- Current Account: £16,811.15 – after paying the annual insurance premium, and for the fire extinguisher test
- 100 Club Account: £3,112.42

##### Year End 2014-15

- Our financial year ended 31st July, and a first draft of the accounts suggested we turned a profit
- HC said she should have the accounts finalised in the next couple of weeks, and would then be able to hand them on to Gary McGregor for audit

##### AGM

- All being well, and the audit is performed in time, it was suggested that the AGM could be held alongside our next committee meeting in October
- At said AGM, it will also be necessary to elect office bearers and both BA and KM indicated that they would prefer not to stand as Chairman and Secretary again

#### 100 Club

##### July draw:

- 21, Ian McMullan; and
- 44, Tom McGill

##### August draw:

- 61, Tim Flynn; and
- 12, Phillip White

#### AOB

Trees on drive

- HC noted that the trees on the drive, and those in the orchard, needed a proper pruning
- She suggested asking Ian McMullan, who works for ELC's tree division, for his professional advice
- **ACTION: HC**

Frequency of Meetings

- There was some discussion as to whether the committee was working as effectively with bi- rather than monthly meetings as some projects, e.g. renewing the windows, were taking time to complete
- Everyone agreed to try and be more communicative by e-mail, e.g. circulating quotes, information and ideas, as the majority prefer the lighter meeting burden
- **ACTION: ALL**

**Date of next meeting:** Wednesday 21<sup>st</sup> October at 7pm