

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 21st October 2015

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

Apologies: Vicki Short (VS;) and Ian Marr (IM)

August Minutes

- Proposed HC by and seconded by JP

Matters Arising from Actions Points

Electrician

- A second quotation is needed before a decision can be made about replacing the Hall's main internal lights
- HC will get in touch with Edinburgh Electrics, who were recommended by Davy Hood, and share any forthcoming information with the rest of the committee by email
- **ACTION: HC**

Risk Assessments

- CM shared her revised risk assessment with the committee by email between meetings
- Of the various action points, some have already been fulfilled e.g. plug covers, but others are pending e.g. a new step ladder
- A copy of said revised risk assessment will be printed off and kept in the Chairman's file
- **ACTION: CM**

Touch Up Painting

- HC has been waiting to hear from Cockburns with regards to various bits of touch-up paintwork in the Hall
- She also commented that the Kitchen could do with a spruce up after all the weddings this year
- It was decided to seek an alternative, and JP said he would ask Alan Oliver, who has done some decorating for various people in the village
- **ACTION: JP**

Chair Feet

- All the Hall's upholstered chairs have now got four proper plastic feet

Trees on drive

- HC noted that the trees on the drive, and those in the orchard, need some attention over the winter
- She is hoping to speak to Ian McMullan, who used to work with ELC'S tree division, for professional advice
- **ACTION: HC**

Building Works

- It had been hoped that Laura Young's brother, who is a glazer, would provide a second quote for renewing the Hall's leaded windows and installing secondary glazing
- Unfortunately he is unable to do the work, so an alternative provider will be needed and CM said she would ask East Lothian Glazing, who have done work for her
- **ACTION: CM**

Events

Future Events

- There was some discussion as to what might be organised in the coming months, but it was concluded that any decisions would be best left to the next committee meeting

Hall Hires

State of the Hall after non-Wedding hires

- It has been 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**

Treasurer's Report

Balances

- Current Account: £17,746.55
- 100 Club Account: £3,024.55

100 Club

September draw:

- 20, Hazel Clark; and
- 36, John Hughes

October draw:

- 63, Eleanor Cazdow; and
- 55, Elaine Campbell

A New 100 Club

- October's was the last draw in the 2014-2015 100 Club
- It was decided to leave discussion of another 100 Club to the next committee meeting

AOB

Music and Light at children's parties

- KM raised a query from Jo Robertson about music and lights for the forthcoming children's parties
- She was informed that the Hall's old "stereo system" had been used at a party over the summer and seemed to work fine

Blocked Downpipes

- BA reported that local tradesman John Hughes had checked and cleared three downpipes at the West End of the building, and would invoice when it was certain this has resolved overflow problems

Date of next meeting: Wednesday 9th December at 7pm