

Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 9th December 2015

Attendees: Jim Pattison (JP,) Chairman; Hazel Clark (HC,) Treasurer; Katy Mowat (KM,) Secretary; Sarah Ramsay (SR;) Eric Easton (EE;) Rob Freeland (RF;) Roy Evatt (RE;) Susan Macaldowie (SM;) Vicki Short (VS;) and Barrie Ash (BA.)

Apologies: Laura Young (LY.)

Welcome

- JP welcomed the new members and thanked them all for getting involved
- He also thanked BA, the former Chairman, who was in attendance at this meeting as bookings secretary

New office bearer admin and key log

- Following the election of office bearers at October's AGM, JP is now Chairman with HC remaining as Treasurer and KM as Secretary
- The latter two still have a full set of Hall keys, including those for the front door and boiler room, but the former needs a new set to be cut
- It was also noted that both BA, as bookings secretary, and Avril Julien, as caretaker, have a full set
- Lothian Broadband also have a full set, whilst the Post Office personnel have a front door key and there is also a spare front door key which HC has to give to ad hoc hirers

GMCC Representation

- At present, HC attends GMCC meetings as the Hall's representative but she indicated that she would now like to share this burden
- JP kindly agreed to accompany her to the next meeting, which is slated to take place in Garvald on Monday 1st February 2016

Strategy Meeting

- Following questions raised at the AGM, and also by some new committee members, JP mooted the idea of holding a "strategy meeting" in early January to discuss some of the "big issues" facing the Hall
- Said "big issues" can be roughly grouped as follows:
 - Hall finances, a reserves policy and an optimum funding mix in particular
 - Hall usage, and specifically events for and/or run by the community
 - Hall maintenance, e.g. what do we need to do to maintain and/or improve the building herein?
 - Hall committee, i.e. a review of how we work and how we might become even more effective
- All committee members were encouraged to go away and think about the above, and research "best practise" where applicable e.g. what level of reserves do other village halls maintain?
- HC offered to provide some historical financial data to facilitate discussion, whilst KM agreed to coordinate an appropriate agenda ahead of a meeting on Wednesday 13th January at 7pm
- **ACTION: ALL**

AGM Minutes

- Proposed by JP and seconded by HC

October Minutes

- Proposed by HC and seconded by JP

Matters Arising from Actions Points

Hall Lights

- HC explained that the previous committee had been investigating and costing replacing the lights in the body of the Hall, as the existing units were incorrectly wired and energy inefficient
- She added that we now have two quotes for hardware, one from Scott Coppola and another from Edinburgh Electrics, but the former seemed the most appropriate although it was the more expensive of the two
- It was suggested that HC circulate the Scott Coppola quote around the committee by email, and also speak to Davy Hood, the Hall's electrician, to get a handle on installation costs
- **ACTION: HC**

Risk Assessments

- Over the last few meetings, the previous committee had been working on a risk assessment for the Hall
- Said assessment is now largely complete, but hard copies still need to be added to the Chairman's file
- KM agreed to follow up on this, and specifically speak to former committee member Caroline MacGregor
- **ACTION: KM**

Touch Up Painting

- Various bits of touch-up paintwork have now been done, and thanks were extended to local tradesman Allan Oliver for his efforts

Trees on drive

- The trees on the drive need some attention as they are impeding access for larger vehicles, and the Calor Gas lorry in particular
- HC suggested local tree surgeon Stephen Ness might be able to do the job, and JP agreed to contact him for a quote
- **ACTION: JP**

Blocked downpipe

- Local tradesman John Hughes has been working on clearing the downpipes at the West End of the Hall, but is yet to completely finish the job
- JP agreed to speak to him and also arrange payment on completion
- **ACTION: JP**

Building Works

Windows

- HC explained that the former committee had been investigating and costing renewing the Hall's windows, and fitting secondary glazing where possible
- She added that there was a "belt and braces" quote for the work from McArthurs of East Linton, and that GMCC had kindly agreed to fund it by way of the Crystal Rigg Community Development Fund
- As such, it was agreed that HC should get back in touch with McArthurs to confirm the quote and the see when the work might actually take place
- **ACTION: HC**

Hall Hires

Update from Bookings Secretary

- BA attended the meeting in his capacity as bookings secretary, and kindly briefed the new committee members on current hire charges as well as the "pipeline" of wedding bookings for 2016
- Said hire charges are due for review, but it was decided to postpone this until after January's "strategy meeting"
- As for the "pipeline," there are now three confirmed bookings as well as six live inquiries from eleven approaches in total

Post Hire Checklist

- At previous meetings, it was decided that there needed to be a checklist to give to all hirers so to ensure the Hall is returned in a fit state
- HC reported that said checklist had now been finalised, and agreed to circulate it to the rest of the committee by email
- **ACTION: HC**

Treasurer's Report

Balances

- Current Account: £18,251.01
- 100 Club Account: £2,962.42 – but two cheques remain un-cashed

100 Club

- There was some discussion as to whether to continue with the 100 Club, but it was decided to delay any decision until after January's "strategy meeting"

AOB

PA System

- SR asked whether it would be possible to renew the Hall's PA System, as something a bit more up-to-date, e.g. with an i-Pod dock, would come in handy at children's parties
- There was some discussion of functionality, as well as cost, and SR and EE agreed to do some research and circulate ideas to the committee
- All agreed that this is something which could be funded from the 100 Club Account, which retains a healthy surplus
- **ACTION: SR and EE**

Heaters

- KM informed the committee that Tim Flinn and Eleanor Cazdow had kindly donated some spare heaters to the Hall
- It was noted that they would need to be PAT tested before use, and it was agreed that they should be stored below the stairs to the stage until then

Date of next meeting: Wednesday 13th January 10th February at 7pm