

## Minutes: Garvald Village Hall Committee (GVHC)

Wednesday 13<sup>th</sup> January 2017

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;); and Susan Macaldowie (SM.)

Apologies: Laura Young (LY.)

### Finances

- JP set the scene, stating that GVHT is in a strong financial position, thanks to the hard work and prudence of previous management committees, as well as the generosity of villagers and grants from GMCC
- Hitherto reserves have just been kept in the bank and/or used ad hoc without any clearly defined policy or plan
- OSCR best practise suggests that every charity should have a “reserves policy” however, setting out exactly what is being kept in extremis and what can be spent
- In the case of the Hall, it was suggested that the biggest financial risk came from unforeseen building repairs and the consequential loss of income e.g. the need to work on the roof prohibiting a summer of wedding lets
- By very definition, it is difficult to attribute a monetary value to an unforeseen repair – but JP said he had looked into other Hall’s policies and it would seem they held c£7-10k
- A figure for loss of earnings is easier to estimate, and on the basis of six months’ rental income, it would be c3k
- All in all, JP concluded that we should look to hold at least £10k “in reserves” and look to segregate it in some sort of higher yield account
- There followed a lengthy discussion, the tone of which was largely supportive of JP’s proposition
- Given the building’s listed status, it was argued that we might need to hold more than average in case of unforeseen repairs
- Moreover, it was suggested that we could try to get some sort of handle on possible costs by asking a surveyor/structural engineer to look at the building and estimate, for instance, the price of a new roof
- A survey/structural review was also seen as a way to justify holding cash over and above “reserves” in that it would allow us to formulate a long term spending plan/budget
- In conclusion then, it was agreed we should begin with segregated “reserved reserves” of £10k and look to formulate a budget for investing/spending the remaining “unreserved reserves” in/on the building over time
- SM offered to investigate higher yielding accounts for said “reserved reserves,” whilst RE agreed to ask his wife Shirley, a structural engineer, if she could help us with a survey/review of the building
- **ACTION: SM and RE**

### Management Committee Working Practises

- JP began by delineating the current modus operandi of two hour long management committee meetings every second month with communication via telephone and email in between
- Everyone agreed that they’d prefer to keep formal meeting time to a minimum so no change was proposed to the current set up
- There was much discussion as to how the management committee might work better within said set up however
- SM asked about formalising responsibilities on the committee, and KM agreed that it would make sense to “play to strengths”
- RF had his own proposal, that committee members should act as “sponsors” or “facilitators,” working with groups of non committee members to plan and stage events etc
- And finally, SR spoke of the need for the management committee to engage more openly and communicate better with the village
- The latter idea was most warmly received, and it was suggested that the new management committee might host a “relaunch” event where they could introduce themselves and find out exactly what people want
- Said event would be accompanied with some sort of brochure, reminding villagers of the Hall’s facilities and informing them of the management committee’s responsibilities as well as diarising forthcoming events
- KM offered to plan said “relaunch,” with Saturday 12<sup>th</sup> March being mooted as a possible date, whilst SR said she’d think about the brochure
- **ACTION: KM and SR**

### Usage and Events

- Given lengthy discussions about working practises, there was insufficient time to discuss usage and events at any

- great detail
- Moreover, it was suggested that consultation with the village at any “relaunch” event would throw up the best ideas anyway
- This all said, a few ideas were put forward and in no particular order:
  1. Wine/beer/gin tasting
  2. Speakers and/or masterclasses
  3. Traditional music and dance classes
  4. A children's fun day and/or festival
  5. A black tie dinner or ball
- It was decided to postpone any further discussion of these until the next meeting, and everyone was encouraged to go away and think creatively in the interim
- **ACTION: ALL**

#### **Maintenance and Improvement**

- As it had already been proposed that the Hall should be surveyed/structurally reviewed, it was decided to postpone any general debate on maintenance and improvement until a later date
- A few specific questions arose however, and specifically the question of cleaning the Hall
- It came as a surprise to a number of new committee members that the Hall did not undergo routine cleaning, and it was suggested that the cost of doing so should be investigated
- HC offered to speak to Avril Julien, who currently care-takes on an ad hoc basis, and ascertain a price for a weekly mop, brush and tidy
- **ACTION: HC**

**Date of next meeting:** Wednesday 10<sup>th</sup> February at 7pm