**Garvald Village Hall Trust Management Committee**

**Minutes of meeting 18/01/17**

**Present:** Jim Pattison (JP) Chair, Susan Macaldowie (SM) Secretary, (RE), Steve Blatherwick (SB), Roy Evatt (RE), Rob Freeland (RF), Sarah Ramsay (SR), Kelly Burns (KB)

**Apologies:** Eric Easton(EE), Laura Edmonds(LE)

**Minutes of previous meeting:** Held 26/10/16. Accepted as a true record; proposed SR, seconded KB

**Co-option:** JP recommended co-option of SB onto committee, seconded by RF

**Action points:**

**Lights –** Davy Hood has been instructed, work due soon **JP**

**Windows –** James (Handyman Lothian) has been instructed as per email circulation and committee agreement. Alan Oliver to paint **JP**

**Hall sorting –** Boiler cupboard and other storage still to be sorted. SR suggested a review of general maintenance needs and inventory, especially of kitchen items. Session agreed for **Sat 4/2/17 2pm ALL**

The kitchen floor requires a deep clean; SM has equipment which may suit. **SM**

A checklist for hires needs to include measures for ice control, as noted at recent event. BA to be asked for a copy of the current one for committee to review **JP**

Avril (cleaner) to be approached and asked for detail of her cleaning remit/rota, to understand what she can achieve in her routine time **RE**

The previous minutes on cleaning decision to be checked **JP**

**Contact lists**- to be updated, for use on urgent or access matters **JP**

**Clocks –** SM reported repair quote for Meeting room clock £275. Value to be ascertained and second opinion sought **SR**

New clock yet to be altered to make hands more visible **SM**

**Dishwasher –** specificadvice from McQuades not forthcoming. Seek input from other sources ie Cameron at Gifford café, other local halls **RE/JP**

Drains from kitchen to be checked to see if need clearing, as recent issues **SR**

Cooker – feedback sought as to whether caterers find it suitable; ask BA **JP**

SB asked if the Hall should join Costco. Check with EE about suppliers, also costings **SR**

**Noise –** sign made by JP and replaced when required, now laminated

**Keys –** Currently JP, BA, AJ, SR & LE have sets. HC thought to still have one for front door. 2 more sets to be cut for KB & RE **JP**

System for handing keys out and KeySafe discussion carried forward **EE**

**Hall Hire –** Procedure requires consideration & proper discussion at next meeting; all asked to consider how best to improve access for informal events such as family use **ALL**

Check with BA & HC about current system **SM**

**Committee contacts –** RE reported poor response from committee; all to let RE know which details (email address +/- phone nos) to display on website **ALL**

All to advise RE of phone numbers for circulation to committee ONLY **ALL/RE**

New generic email address for non hire enquiries to be sent on to Secretary **RE**

BA to be asked if he is likely to be able to attend some committee meetings, or if not if he could provide a brief update of bookings activity  **JP**

GVHT Constitution to be forwarded to SB & KB **SM**

**Renewals –** Calendar to be checked with BA & circulated, SB to take on responsibility for upkeep **JP/SB**

**Painting –** All agreed Hall would benefit from refreshing of paintwork. KB suggested getting plans and elevations from the Council, to mock up designs, and quotes from decorators **KB/SR**

**Cinema –** JP reported that quotes for 2 options are awaited from Humbie contact. It was agreed that a Film Club committee would be needed to run this successfully. Other possible uses include Gaming sessions, replay of wedding footage. Hall acoustics may require improving, with added benefit for other uses. A survey of likely interest and uptake was discussed, along with some concerns as to how much it would cost. JP advised that he hoped a significant proportion would be covered by Windfarm funding. Requires further discussion at next meeting **JP**

**GMCC –** KB to attend next meeting on 6/2/17 **KB**

**Christmas Fayre –** Was successful, well attended. Alcohol must not be sold without a licence. More stalls would be better. SR noted Viki’s Wreathmaking session was well received. Stock retained, event about broke even. Committee agreed to rerun this year, need to start planning earlier to attract stallholders.

**Treasurer Report –** EE absent. RF repeated concerns, need to check the requirements on auditing of accounts for a charity **EE**

**Future plans and events –** Funday, consider if could tie in with Village Show date. Evening event in the park as used to be run? **SR**

**Any Other Business**

Venue for meetings – agreed meet in a house rather than the Hall- SM’s next time

Reserves to be moved to an Interest bearing account (£10000) **EE**

**Date of next meeting**

**Wed 15/03/17 7.30pm** 2 Burnside Court

Hall Hire Protocol discussion meeting **Wed 8/2/17 7.30pm** 2 Burnside Court- all welcome

**Next meeting**

Not before Spring!