

GVHT Management Committee Meeting Minutes-28/3/18 Village Hall 7.30

Apologies- Susan Macaldowie (SM) Rob Freeland (RF)

Present- Jim Patterson (JP) Chair, Eric Easton (EE) Treasurer, Laura Edmonds (LE) Secretary, Roy Evatt (RE) Sarah Ramsay (SR) Steve Blatherwick (SB) Viki Freeland (VF) part.

Minutes of the previous meeting accepted as a true record 7/2/18

Booking report from VF, main points taking up a lot of time this month as getting to grips with the process and what is involved, all agreed that a more comprehensive information pack to clients up front would improve this.

Action points-

- Contact East Lothian council regarding fire assessment and capacity numbers **SB**
- Space plan the hall area for numbers and table layouts **SR**
- Inventory of tables and chairs ect **SR & LE**
- Contact RF about circulating terms and conditions **JP**
- Set up a google drive for shared documents amongst the committee **EE**
- Contact Graham Barnes about taking some up to date photos of the hall for website and on wedding information pack **LE**
- Contact Heidi about idea of wedding page and cutting down on the amount of email traffic, wedding emails should go straight to VF **SR**
- Contact colleen about covering the wedding the weekend of the 22nd July, if no response VF to pass to JP **VF & JP**

Issue raised of VF being the primary and only contact for a wedding when they take place, agreed that for every wedding 2 others committee members will be down as a contact in case of emergency if VF is not available.

EE raised the issue of a lot of Calor gas being used this winter and at one stage we ran out.

- Contact Calor about automatic refill **EE**
- Contact Alan Short about masonry cracks, especially around the windows and general maintenance of the hall **SB**
- Contact Heidi to put apology on the village website that we have 3 weddings in May, made in error and will not have that many in future in the same month, but to also mention that we have recently undertaken lots of work to the hall, been repainted and new lights and its looking great.

Treasurer report- All fine, recent out going in January and February have exceeded income but due to recent re painting of the hall and new lights.

Future Plans and Events- Sylvia has mentioned a possible queens day event, where people sell their wares and the hall could be used as a hub for refreshments, possibly to take place in the summer.

Other Business-

- SR and EE would like to re visit idea of friends of the hall at the next meeting.
- Kelly has left the committee and she was the community council rep, so we need a new one, no one volunteered SR to ask RF as not at meeting today but if not, agreed will have to have a rotary amongst all committee members to take turns to attend the meeting once a quarter.
- SB asked if Hall still has a marquee, committee do not think so, but **JP** will double check with Barrie.

Next meeting- Thursday 24th May Village Hall 7.30pm