

GVHT Management Committee Meeting Minutes
Tuesday 12th March 7.30pm Village Hall

Apologies- Rob Freeland (RF)

Present- Gary McGregor (GM) Chair, Eric Easton (EE) Treasurer, Laura Edmonds (LE) Secretary, Jim Pattison (JP) Sarah Ramsay (SR) Shirley Evatt (SE) Lee Robertson (LR) Sara Hill (SH)

Minutes of previous meeting Tuesday 15th January 2019 accepted as a true record

Booking Secretary Report

- * Two weddings, one in May and one in June
- * Provisional booking for Burns supper next Jan
- * Work shop in march, Sound Bath
- * Work shop in May, Woodland Trust
- * Issue of curtains being needed raised
- * Possible leak in the men's toilet

Future events- will be raised at next meeting with ideas for putting on an event in the Hall

Treasurers Report-

£3829.43 in current account

£10000 in reserves

Current out going, electricity bills, booking secretary and cleaning costs

Date of next meeting-

Tuesday 14th May, Village Hall, 7.30pm

Action	By Who	Deadline	Status
JP clear out boiler room, cabinet for paperwork? Carried forward next meeting	SE	By next meeting	Complete
Check figures to see difference in costs and revenue for 3 weddings to 6	EE	By next meeting	Carried forward
Discussion of rates and village boundaries EE to write mission statement	EE	By next meeting	Complete
Email previous weddings for testimonies	EM	By next meeting	Carried Forward
Feedback form following events	SR	By next meeting	Complete
Clarify with Alan Short, what work was carried out and what potentially needs done, carried forward.	LE	ASAP	Carried Forward (check with SB)
Next meeting (Jan 2019) decision as to whether to market hall as a venue	ALL	At January meeting	Carried Forward
Speak to Heide about separate wedding page on on village website and put poster on village notice board	SR	By next meeting	Ongoing
Discussion to to best way to communicate to the village the role of the village hall committee, one off hard copy newsletter to post to all houses in the village, outlining who we are and what we do	SE	31st January One week after minutes sent out	Ongoing
Check minutes are online	SE, LE		Ongoing
Ask Elaine if she is happy to send booking report or if she would rather attend meeting	LE	By next meeting	
Make a ring binder with minutes from AGM, general hall information, list of who has keys and code for safe box	LE	By next meeting	Complete
Check with Postmaster if they want to put the potential mobile groceries store with the post office on Garvald Website. (Speak to Heidi)	EE	By next meeting	Complete
Check rates with insurance at time for renewal	GM/EE	At renewal time	
Inform Jo Robertson (of Horticultural Society) that the hall is covered for public liability	GM	ASAP	
Speak to EM about changing key code	LE	ASAP	carried forward
Install crack monitors in the hall wall	SE	ASAP	on going
Buy 48 new wine glasses	EE	ASAP	on going
Speak to Philip White about responsibility and ownership of the Village notice board	SR	ASAP	Complete
Speak to Postmaster about rental payments	GM/LE	ASAP	Complete
Discussion about friends of the hall idea	All	Next meeting	On going
Payments for regular hall users to be discussed with Friends of Hall, floated idea of week days £5 for up to 2hours, weekends £5 per hour	All		On going