

GVHT Management Committee - May Meeting

30th May 2018

Present - Eric Easton (EE), Roy Evatt (RE), Steve Blatherwick (SB), Rob Freeland (RF), Laura Edmonds (LE) and Sarah Ramsay (SR).

Apologies – Jim Pattison, Susan Macaldowie

EE chaired meeting in JP's absence and SR took minutes as LE had to leave after 30 mins.

It was decided to move straight to the main topics requiring agreement and sign off which were the amended Terms and Conditions, Privacy Policy relating to GDPR and Hall Hire charges moving forward.

RF gave quick run through of issues around GDPR and how that relates to GVHT and the storing and protection of the data we gather for weddings and other bookings. As part of GDPR the committee must undertake to review and destroy any old records and data we currently hold – **Action ALL**.

RF has spent considerable time working on the hall T's & C's, Privacy Policy and Booking Form for which the committee is very grateful. RF ran through the key amendments and there was a longer discussion around the Cancellation policy and all agreed these documents were suitable to be passed to Heidi and displayed on the website.

RF had also reviewed and amended the hall hire charges based on a pro rata rate. SR voiced concern over how local rates would be decided and it was agreed that further research would be done. It was agreed that the new rates would be effective as of 1 June 2018, and as an interim measure, where there was uncertainty whether local rates applied, the Committee would be approached for guidance.

It was agreed by all that current charges for Pilates and other ad hoc circuit classes remain the same for now but would be reviewed in August.

Action – RF/SR

LE left meeting.

It was agreed that a statement with regards to the hire strategy should be included with the charges, a type of mission statement that explains the purpose of the hall and the desire that it be used widely by the entire community such that we protect it for use by future generations.

Action – EE

The Friends of the Hall topic was raised again, as part of the change of hire costs. It was agreed that a sub-committee be formed such that a more thorough proposal could be prepared and presented to the committee.

Action – RF/SB/SR

The Bookings Secretary's report was introduced. The main points include 5 notes of interest, 2 showings and 2 requests to book, one for May 2019 and one for August 2020.

This year, there have been 3 weddings. The next wedding is scheduled for 22 July 2018, with a further two for August and September. It was noted that Colleen Mills would be responsible for the wedding on 22 July 2018.

Other bookings of note include the recent Defibrillator training session, a meeting of the Garvald Horticultural Society in June, and the Yester P7 class leaving dance booked for Thursday 21 June following the councillor surgery. All three bookings have not been charged. RF expressed concern that the Committee did not have procedures in place to address their competing fiduciary duties and the duty to provide the Hall for the benefit of the community as a whole. As an interim measure, it was agreed that any exceptional circumstance where it was to be considered that the booking fee for the Hall was to be waived would require the approval of the Committee.

Other business

It was confirmed that the quote for the repair work required to the exterior of the Hall by Alan Short was agreed by the Committee and that SB could approach Alan Short to begin carrying out the work.

The overall capacity of the hall was discussed and it was agreed there was more investigation required to be carried out.

Action – SB to review as part of fire risk assessment which also needs to be carried out

It was agreed that the oven required to be serviced and cleaned, and SB agreed to approach a company and obtain a costing for agreement by the Committee..

Action – SB

Cleaning of the Hall had been raised and whether a steam cleaner could be hired for the main Hall floor, however it was noted that this would cause more damage to the floor and should not be progressed. It was agreed that repairing and resurfacing the floor would be kept under review.

Action – JP to advise Colleen.

Treasurer's report - Current account £5234.11 with £10,000 in reserve account.

Date of next meeting – 2nd August, 2018 at 7.30 pm