

Minutes of the Three Villages Campus Management Team Meeting Held on Wednesday 20th November in the Three Villages Hall

Present:

Retta Deerin, Gill Dunbar, Shaline Groves, Mary Haggarty, Fiona Jackson, Melanie Tonks, Rhona Dick

Apologies:

Sue Furness

Welcome

The Chair welcomed everyone to the meeting.

Minutes of the last meeting

Taken as read and accepted as a true record of proceedings.

Proposed by Mary Haggarty

Seconded by Gill Dunbar

Matters Arising

Iain Dick will do a presentation about the Feasibility Study tomorrow evening at 7pm in the Hall.

The next SAGE courses run by Step Stirling will be in February next year. Heather is unsure whether a course is suitable for Stephen, Retta will discuss this with Heather.

Action Retta Deerin

It was decided to delay the name changes of rooms until the Marketing Strategy is more fully assessed and implemented. It was agreed that rooms should have label holders so that meetings can be identified.

Staff should work across the Campus as much as possible, including clearing up outside both premises.

PVG – the current system differs from earlier Disclosure in that the individual is the applicant and can transfer disclosure to all organisations. There was discussion as to the extent to which the Hall is responsible for ensuring that group leaders have the necessary clearance. All groups working with vulnerable people were emailed and asked to confirm that PVG was in place.

In future the booking form will have a tick box for hirers to confirm that this is the case.

Action Rhona Dick/Stephen Mackenzie

Fiona Jackson and Mary Haggarty will ask for clarification of the PVG system from Alison Palmer.

Action Fiona Jackson, Mary Haggarty

Business website – mock ups of the proposed website were shown. It was suggested that the rooms could be dressed appropriately and professional photographs taken. This should cost little or nothing if we provide free advertising to preferred providers who will dress the rooms.

Action Fiona Butcher

Remote control has been ordered.

Rhona Dick now has a Makro card for the Hall.

Samples of crockery are being provided so that replacements can be purchased.

Stephen has selected an A3 printer to be ordered.

Action Stephen Mackenzie

Finance and Accounts

The group expressed concern that the finances are not being reported in sufficient detail to enable an analysis of income stream viability to be assessed. As it is now a matter of urgency that the group has detailed accounts Retta will speak to Heather to establish how this can be expedited. **Action Retta Deerin**

Until Stephen has got the details on SAGE he should report the whole of the previous calendar month's accounts.

Team Reports (Circulated in advance)

a. Admin.

i. Volunteering – The A&TCDT is organizing a community event for ALL volunteers on February 15th 2014. The CMG decided to recognize its own volunteers with an evening of Mulled Wine and mince pies on Friday 20th December from 6pm – 8pm. A Secret Santa, value no more than £5 was suggested.

ii. Cinema – the cinema is not working in its current form. Perhaps at this time of year it is competing with good TV programmes. It was felt that changing the time wouldn't help and there isn't an alternative evening. It was agreed that twice a year we should buy a full licence and show up to the minute films. For the rest of the year we will continue to show the most up-to-date films available on DVD.

Rhona Dick to email Andy about this.

Action Rhona Dick

The children's films are quite popular and should be viewed as something for the community. Thanks were expressed to Andrew Downs for organizing this.

iii. Marketing – Anne Bax will help to advise the Hall, Sue Williams & David Burley might also be involved. Retta to speak to Anne Bax.

Action Retta Deerin

The Marketing Strategy must be the starting point and decisions will have to be made about how much can be undertaken so that a balance is achieved between generating necessary income and community users' needs.

b. Community

The Fireworks were a great success and a good sum of money was collected towards next year's event. It was agreed that hotels could be asked to run raffles earlier in the year, perhaps in September after fundraising for the Gala.

Too many burgers had been ordered. Muirheads failed to deliver rolls and Helen Brady drove to Helensburgh to buy from other sources. Thanks to Helen were expressed.

c. Catering

Nothing to report

d. Pit Stop

From January 2014 there will be one drop in session a month to provide support for carers. Day and Date TBC.

e. Events

i. Ceilidh

This was a big success last time and it is hoped it will be again. Finola will probably organize a 'Roll the £1 coin' with a bottle of whisky as a prize. Iris Finlay has offered to donate a knitted Santa as a single item raffle prize. Rhona will contact

Finola and ask if the Ceilidh would be a suitable event.

Action Rhona Dick

ii. Burns Supper

There was a question about the state of organization for the Burns Supper. Various 'top table' people were suggested. Melanie Tonks will speak to Lily

Action Melaine Tonks

iii. Beer Festival

Iain Dick, Gary Stead and Stuart Greenwood will meet next week to progress this. Possible dates at present 15th or 22nd March 2014. Need to check with CAMRA about dates.

Action Iain Dick

It is all right for the Peninsula Choir to use the Pit Stop to warm up.

f. Hall Users

Nothing to report

AOCB

Sue Furness had sent an example of the embroidery for the staff t-shirts. It was agreed that the lettering doesn't show up.

The logo is fine. If one colour of lettering has to be used for both colours of t-shirts then it will have to be white.

There being no further business the meeting closed at 2.35pm

Date of next meeting:

Wednesday 18th December 2013 at 12.30 in the Three Villages Hall