

**Minutes of the Three Villages Campus Management Team Meeting
19th February 2014 in the Three Villages Hall**

Present:

Retta Deerin, Gill Dunbar, Shaline Groves, Sue Furness, Lily McKay, Carol Murray, Rhona Dick

Apologies

Mary Haggarty, Melanie Tonks, Fiona Jackson

Welcome

The Chair welcomed everyone, particularly Carol Murray, Youth Representative, to the meeting.

Minutes of the last meeting

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

Proposed by Gill Dunbar

Seconded by Sue Furness

Matters Arising

Thanks were expressed to everyone involved in organizing and running the Burns Supper. Special thanks to the Youth Group who waited tables.

There is as yet no combined mailing list.

New window posters for Coffee and Cake might help to attract more visitors to the area. Action Rhona Dick

Ali Campbell is producing the new Hall brochure.

Finance and Accounts

Stephen Mackenzie has been working at inputting figures to Sage and detailed accounts should be available soon.

The bank statement had been delivered to the wrong address and had been returned to the bank.

It was agreed that the Trust could be subsidized from the Hall bank account to settle Hidden Heritage invoices if A&BC would not lend the money in advance of Leader payments. The money would be repaid to the Hall as soon as Leader paid the remainder of the grant.

Team Reports (Circulated in advance)

a. Admin.

There are good forward bookings including one wedding in July. Retta is meeting with the couple on Friday to discuss. A figure of £600 had been suggested last year. It was questioned whether this was realistic. Carol Murray will investigate sums charged at other venues. Action Carol Murray

Letters addressed to people by name must not be opened by Hall staff.

b. Community

Nothing to report

c. Catering

There was discussion about the quality and appearance of sandwiches for meetings/events. Gill said that she received no feedback. It was agreed to produce a brief feedback form to be given to everybody at meetings.

Action Rhona Dick

Carol Murray offered to teach the staff how to make simple and attractive garnishes.

Action Gill Dunbar/Carol Murray

Event/function organisers can specify the fillings for their sandwiches.

There will be no Coffee and Cake on 8th March because of the Argyll Bird Club's function.

d. Pit Stop

Business had been better recently, but it is unpredictable.

There has been an Environmental Health check, which was passed. Some documentation needed updating – this has been done.

Data Protection compliance has been undertaken and completed.

The Helensburgh Carers are meeting on the first Wednesday of the month.

The Pit Stop has been given a facelift, with flowers on the table, filter coffee being served, and notices removed from windows.

Janet Stanton will be asked to do the blackboard.

Action Retta Deerin

A photo of the Christmas lunch had been put on Facebook and had received positive comments. Carol Murray said this was the first time the community had done something like this.

e. Events

Mull Theatre has been confirmed for 11th May.

Budapest Café Orchestra is confirmed for 13th June.

Sue Furness commented that the Hermitage had some very talented musicians, including a jazz band, who might provide a support band.

Dunbartonshire Concert Band had made an enquiry about playing at the Hall.

Skerryvore had requested a booking in July. Fiona Jackson had replied saying that September/October would be preferable.

Tea and Symphony could be combined with the Chamber Music event that David Burley is seeking funding for.

Plans for the Beer Festival are in hand. If the event is repeated next year a date should be fixed early so that it can be included in annual publications. Lily and Shaline offered to help in the kitchen. Gill said that the RSPB face painters and activities could use the Pit Stop

Catering for the Real Ale Festival will include Chilli, Burgers, and Baked Potatoes.

Carol Murray suggested hiring a potato baker.

Action Rhona Dick

f. Volunteers

Volunteers are being trained to set up for, and clear up after coffee mornings, and also to run the bar.

g. Hall Users

Lily has been asking people why they don't use the hall more. The most common reasons given are that they are too tired after work, or the dark, wet

nights discourage them. There had been a request for a Country & Western evening, but no offer to organise it!

h. Website

The Business website is ready to launch when the information and photos have been included. Mairi and Ross might have some photos from their wedding that could be used.

i. Youth

Carol Murray requested that the Youth be allocated a cupboard. Once this has been done they will purchase their own equipment. **Action Retta Deerin**

The Curriculum for Excellence applies to out-of-school activities (e.g. Youth Clubs), and includes teaching and learning about money.

AOCB

The Roll of Honour, kept at the parish church is being restored following water damage. In future it will be displayed in the Hall. A dedication service in September has been suggested. **Action Mary Haggarty**

There had been a tentative enquiry about using the Hall for a Munro & Music event in June. The music event was in aid of the 'Yes' campaign. As the event itself was not political there were no objections.

There are not enough pudding/soup bowls and knives to cater for 100 people. If more bowls were purchased storage would become an issue. They could be hired for the occasional event when so many are required.

The kitchen shelving units have been reorganised. Labels are needed so that everything is replaced correctly. **Action Rhona Dick**

There was a question about whether we already subscribe to Love Loch Lomond.

Retta Deerin to investigate. **Action Retta Deerin**

Date of next meeting:

Wednesday 19th March 2014 at 12.30 pm in the Three Villages Hall.

There being no further business the meeting closed at 3.20pm