

Arrochar and Tarbet Community Development Trust

Minute of CMG meeting

Wednesday 18th June at 1230

1. Attendance and apologies

Attendance: R. Deerin, M. Haggarty, S. Groves, M. Tonks, S. Williams, G. Dunbar, S. Furness.

Minutes: S. Mackenzie.

Apologies: L. McKay.

2. Previous minutes and matters arising

Brochures and stationary: have been printed. Stationary very pale.

Booker card: discussed whether to get one. ASDA often cheaper. However it was agreed to get card. Action: SM

Picture Rails in Hall: a bit low? Possible issue with proximity to wall heaters; so rails are only screwed in. Tapestries going to Oban and Helensburgh for display.

Master List of Events: not yet ready.

Bins: SM had contacted the council, after some discussion it was agreed to obtain a 360 litre bin and recycling bin as soon as possible. Total cost would be around £400.

Email list: MH can't (legally) provide addresses; SF suggests Mary sends email asking people to email the community council list asking them to subscribe to the hall list by contacting SM. [MH did this in the June CC minutes.]

Websites: Some discussion of where to put the information from the new brochure; existing or new business website. New site not live yet.

The minutes were proposed by Gill Dunbar; seconded by Sue Furness.

3. Reports

1. *Finance:* SM had prepared a finance report which he presented to the meeting. [*appended below*] Difficulty had been experienced with bank statements until very recently. SAGE still not up to date, but much closer; proper automatic reports will have to wait for SAGE to become live. Concern expressed that the SAGE project still not completed—general agreement. July will be much quieter with hall bookings so progress anticipated then.

2. *Admin:* RD: need to recruit new volunteers? Hall busy; with weekend events as well, staff doing extra time and volunteers doing a lot of time as well. Update of volunteers and the duties they're willing to undertake needed.

CMG Roles: need for a bit of reform? Not sure what everyone's doing? RD asked everyone to have a think about what they doing. Comment made that more people are required.

Policies still needing updated.

3. *Cafe:* GD presented a report: income slightly lower than expected; staff being very cooperative with reduced hours. Many costs fixed. Electricity up significantly.

4. *Housekeeping and Catering:* SF commented that especially on busy events, simplify bar price list? SM suggested simplifying prices, e.g. 20 or 50p increments.

Current storage of glasses not ideal; possibility of moving them to kitchen store discussed.

Bottles of mixer not as good as cans. Tendency to go flat, *etc.* Decided that better to use cans in future.

Lynn Nicolson's catering programme; procedures reviewed. Paperwork to be updated and kept up to date.

5. *Events:* SG commented that there didn't seem to be events until October; some discussion of current events; no films over summer; maybe organise event for September. Consensus to take a break over the summer. SG has drafted a booking form for events.

6. *Community:* MH reported that the council employability team will clear out part of the side flowerbed and slab it for outside tables. Some discussion of front plantings; the CMG agreed that the work will go ahead and that the Hall will pay for it.

7. *Users:* Nothing to report.

8. *Web:* Sue continues to maintain website. SM asked about social media; seems to be currently F Butcher.

9. *PR/Marketing*: RD in contact with the door sign man. No response as yet. Marketing plan to start after the summer. Some further discussion of leaflet racks; possibly a free standing rack would be best.

4. Terms of Reference

Sue Williams has been looking at draft terms of reference: 14 pages document. Can't do on her own; agreed that a small subgroup should review it and report back. Suggested; invite Colin Adam, Duncan MacLachlan, Mary Haggarty.

5. Roles

As discussed above.

6. Volunteers and Cover for Events

As discussed above.

7. Any Other Competent Business

Roll of honour dedication service August 3rd; installed in reception for ceremony moved to end of corridor thereafter.

Youth Club: arrangements are in place to inform youth club of events. Noted that it's important to give them a decent amount of notice of changes.

Weathering: SF noted that the painted wood above the entrance was getting rather worn out.

Cycle rails: SG observed that there are no cycle rails; agreed to investigate.

Audit: MT read out some of the documents sent from the Trust that morning. The tone of the documents was not well received but the principle of an audit was accepted. Suggested that a meeting between the Trust and CMG was held to clarify matters.

8. Date and Time of Next Meeting

It was agreed that the next meeting would be held on Tuesday, 12 August at 7pm in the Three Villages Hall.