

## Arrochar & Tarbet Community Development Trust

Meeting of the Campus Management Group was held on Thursday 11 September at 1pm in the 3V Hall, Arrochar.

### 1. Attendance and apologies

Attending: R Deerin (Chair), G Dunbar, S MacKenzie, M Haggarty, S Williams, S Furness, S Groves & S Henderson (Minutes)

Apologies: Lily MacKay

Retta Deerin welcomed S Henderson to the CMG.

### 2. Previous minutes & matters arising

*Glasses:* Now been moved to a lower level in store – NFA.

*Café Store:* No requirement for change of use planning permission –business up and running - NFA

*Café:* Exterior now painted – NFA. External lighting fitted - NFA

*Housekeeping & Catering:* Sue W again raised the Coffee Morning pricing – after discussion it was agreed that Steven would produce a questionnaire regarding pricing ASAP to be handed out at Coffee Mornings prior to season closure. The CMG would then discuss findings with a view to a new pricing structure prior to season opening next year.

Sue F mentioned the possibility of paying volunteers for large events (*see Volunteer recruitment below*)

*Users:* After much discussion it was agreed that Stephen would produce a questionnaire regarding all aspects of the facilities used and pricing, to be sent out to all users with next invoices and subsequent feedback reported at future CMG meetings.

*Business web site:* Almost there Sue F still requiring Google calendar – SF/SMacK to liaise.

*MacFarlane donation:* Mary & Stephen to discuss what type of media would be best, also Stephen to look at current shelving in café to see if it is any use within the Campus.

Minutes proposed by Sue Williams and seconded by Gill Dunbar

### 3. Reports

*Finance:* Stephen produced a detailed breakdown of finances for the Hall, after a brief perusal – all seemed to be in order.

*Admin:* Mary stated that an interpretation board is being produced for outside 3V Hall.

Stephen stated that the Scottish Water had been in contact and wished to put water meters in the hall – Stephen to liaise with Scottish Water.

He also stated that a telecommunications firm had been in contact offering substantial savings - Stephen to liaise with telecom company and report back with details on exactly we would be getting and for exactly what price and check any penalty clauses in our current contract.

*Café:* Gill produced a breakdown of finances she also stated that the SVQs for café staff were going well and that 1 member of staff is on extended vacation and that this position would be filled by temporary staff.

*Housekeeping & catering:* No report - in the absence of Melanie Tonks. Retta stated that a list of procedures had been produced for Coffee Morning staff and also mentioned the need for more volunteers for Coffee Mornings (*see Volunteer recruitment below*).

*Events:* Shaline asked if there would be any requirement to advertise the Skerryvore concert and 7 Hungers in local newspapers CMG all agreed that advertising would be great providing it is free! 28 March has been set aside as a date for the Beer Festival.

Shaline stated that Dr Berardelli had asked if she would be able to put on an evening concert. (22 November was the date put forward - Shaline to liaise with Dr Berardelli).

To date Shaline still had not made contact with Mike Vass.

Retta stated that a meeting has been arranged with Angela Coates regarding the Christmas Craft Fair. Sue W asked if the Craft Fair would incorporate local people or just traders. Firework display would be arranged by Army Cadets – Retta to liaise with Carol Murray and sort out insurance.

*Community:* CMG expressed concern at the lack of information being forwarded to CMG from other Trust organisations with particular regard to forward planning. It is hoped that Melanie and Lily can bring this up at the next Trust meeting.

#### **4. CMG Membership & Roles**

Retta stated that she had prepared a list of various roles she would like filled but this was unavailable at this time – to be discussed next CMG meeting.

#### **5. Volunteers**

CMG agreed the need for more volunteers and Retta stated she would liaise with Andy Downs (who previously produced a leaflet regarding volunteering opportunities). CMG to encourage more people to volunteer. It was also agreed that volunteers who help out during major events/functions should be paid with current staff being offered first refusal.

#### **6. AOCB**

Retta expressed her thanks to Mary for the organising of the Community Payback team who painted the café and other works.

Mary also stated that we would be able to use them again – possibly for gardening work.

Retta also expressed her thanks to those who had donated bulbs for outside the 3V Hall.

Retta also stated that she had been reviewing all the policies and procedures and that was almost finished.

The subject of Cinema nights was brought up and Retta said she would liaise with Andy Downs.

Sue H and Stephen agreed they would meet to draw up a revised price list of rooms for functions/events with costs of staffing being taken into account along with trying to keep costings for community clubs down.

#### **7. Date & Time of Next Meeting**

It was agreed next meeting would be Wednesday 15 October at 7pm.