

Arrochar and Tarbet Community Development Trust

A meeting of the Campus Management Group was held on Tuesday 12th August at 7pm at the Three Villages Hall, Arrochar.

1. Attendance and apologies

Attending: R Deerin (chair), G Dunbar, S Mackenzie (minutes), M Haggarty M Tonks S Williams, S Furness S Groves, H Young.

Apologies: F Jackson, C Murray.

Retta explained that Heather was here to discuss the annual accounts and it was agreed to start with that (Originally Item 4 below.)

1.1. Annual Accounts

Heather started by explaining that there were too many categories going into the accounts and that it would be beneficial if there were fewer. She summarised the income and expenditure; noting that several new categories had been created meaning that direct comparisons with the previous year had to be treated with care.

All in all, the hall was “holding its own” and doing quite well, with events being costed out.

RD asked what the room hire category meant—income from the national park room. Also entertainment = hospitality for e.g. Skerryvore and Mull Theatre. SW observed that e.g. its not always obvious what the cost of bar stock is for any given event. Heather pointed out that while the accounts shouldn't be too detailed, individuals running events should keep their own records to try and figure out if they are profitable.

Monthly SAGE report: not reconciled to bank statement. Next report might be slightly different. Current figures suggested the position was healthy.

Heather suggested simplifying the headings for future reports. Should be working properly soon. Still necessary for Heather and Stephen to do some work to make things routine, but monthly reports should be a regular thing from now on.

Some discussion of raising hall charge prices, but no firm conclusions were drawn.

2. Previous minutes and matters arising

Picture rails; agreed to leave them in situ.

Glasses: haven't been moved from the cupboard (yet).

Outside work: agreed was an improvement, SF thanked for her gardening work.

Terms of reference: No action as yet. It was felt that further discussion with the Trust was needed before starting the process.

Cafe Store: NP now want full planning permission for change of use. Negotiations with planning authority under way.

Business web site: SF not up to date yet.

Bins: No response from Council about inquiry about the new Hall bins. MH offered to take up the matter. [*and the bins were delivered the next day...*]

The Minutes were proposed by Mary Haggarty, seconded by Sue Williams.

3. Reports

3.1. *Admin.* RD circulated a report, nothing out of the ordinary to note.

3.2. *Three Villages Cafe.* GD circulated a report. Income down compared to budget due to A814 road closure. Catering income from hall was £289. Two members of staff doing SVQs under Babcock's under-25 programme. New external lights to be fitted. Picnic tables have been very popular. Exterior to be painted soon.

3.3. *Housekeeping and Catering.* MT raised the matter of the coffee morning rota, over which there has been considerable confusion. RD embarrassed by the raffle prizes on offer recently. Joe Williamson had offered £10 voucher each week. Agreed that prizes have to be improved. SW noted that it was too expensive. Agreed to charge £2 from now on, cup or mug. Cakes at the end are being sold too cheap?

SF mentioned the possibility of paying people to work at the bar at events and wondered if it would be possible to incorporate charges to clients to support this.

3.4. *Events.* SG reported that Fiona will do Skerryvore and 7 Hungers¹ and then retire from the group. SG will liase with Mike Vass². Some discussion of who could help Shaline organising events. Possibility to advertise for extra volunteers?

Carol concert. The possibility was raised of having a carol concert in the hall.

Beer festival. Iain Dick was asking if a beer festival was required for 2015. Agreed that it was but a little later in the year to avoid the financial year end.

Christmas craft fair. SF asked if one was going to be organised. Question would be who will organise it. Agreed to ask Angela Coates if she would be willing to do it.

Fireworks. Not clear who was organising this year's fireworks.

3.5. *Community.* MH reported that a group in village was to organise Christmas Lights. There will be three trees; Tarbet Hotel, Succoth, and one at the Hall. Power from council lampposts. MH suggested applying for National Park community grant to raise funds; Eileen Kay will do some fundraising. The hope is to expand it year to year. It will not a constituted group; it will use Community Council bank account.

3.6. *Users.* Nothing to report.

3.7. *Web.* SF apologised for inaction. However, has talked to website company about using Google Calendar directly on the website. This is possible and SF, SM and the website company will arrange. SM will have to prepare the calendar for publication.

¹ <http://www.companyofwolves.org.uk>

² <http://mikevass.com>

3.8. *Youth*. Carol had previously sent her apologies, and that there was nothing to report under Youth.

4. Financial Report and Annual Accounts See item 1A above.

5. CMG Future Composition

RD feels that CMG needs to review its procedures after two years running, and that there is the need for new people to come into the group. SW offered to help in general. GD to discuss with Carol Murray if she can help with the Pit Stop.

6. Any Other Competent Business

MacFarlane's donation: possibly buy a DVD television for showing heritage videos in the Pit Stop.

Probably not room for a *direct distribution leaflet rack* in the reception. SM has purchased additional racks for the existing shelves.

Referendum Polling Station: was explained that the election bring their own staff.

7. Date and Time of Next Meeting

It was agreed that the next meeting would be held on Thursday, 11th September 2014 at 1pm.