

Arrochar & Tarbet Community Development Trust

Meeting of the Campus Management Group was held on Wednesday 15 October at 7pm in the 3V Hall, Arrochar.

1. Attendance and apologies

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

Apologies: S MacKenzie and Eileen Kay

Retta stated that owing to the roadworks the meeting would be as short as possible.

2. Previous minutes & matters arising

Housekeeping & Catering: It is believed that no questionnaire regarding the Coffee Mornings has been produced – Steven to action. The CMG would then discuss findings with a view to a new pricing structure prior to season opening next year.

Users: Stephen to 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 – No report in the absence of Steven.

Business web site: CMG members to review Sue Fs e-mail and report back at next meeting.

MacFarlane donation: Mary stated that a screen with USB has been installed and a Heritage leaflet has been produced. Shelving not suitable. NFA

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

Water Meters: Awaiting architects drawings to be forwarded to Scottish Water

Telecoms: No significant savings – NFA

Cinema Nights: Retta stated that she hoped that either David Burley or Andy Downs would be able to do them.

Minutes proposed by Mary Haggarty and seconded by Gill Dunbar

3. Reports

Finance: Stephen e-mailed a detailed breakdown of finances for the Hall – no comments.

Admin: Retta stated that the Trust would be paying back the £10,000 loan and then asked the Committee for approval of £5000 to be loaned to the Pit Stop to see them through the winter months. All of the Committee agreed on this loan.

Sue H stated that Steven and her had spoken regarding pricing of rooms and after looking at other Halls/function rooms our pricing seems to be on a par with the others (revised price list produced with the inclusion of a Concessionary Rate) although pricing for weddings/private functions seems to be well out and does not take into account the additional costs of staffing and the cleaning and she would look at producing a booking form Weddings/functions taking these additional costs into consideration.

Café: Gill produced a breakdown of finances with September being a good month probably due to the good weather, she also stated that the SVQs for café staff were almost complete and that staffing at the Pit Stop was now back up to strength.

Housekeeping & catering: Melanie stated that a request regarding the producing of lunch (90 covers) for the Community Partnership meeting on 1 November had been received but it was decided that due to the work involved it would be too much for the 3V Hall to take on.

Events: Shaline asked if there could be an alternative date for Dr Berardelli as she was unavailable of 22 Nov the Committee suggested 6 December. Shaline to liaise with Dr Berardelli.

Shaline also stated that to date there had been no contact with Mike Vass – the Committee agreed to cancel proposed concert (7 Dec).

Retta/Shaline stated that arrangements for the Christmas Craft Fair are in hand.

Arrangements for the firework display are in hand BBQs and tents will be brought down by S Henderson. Mary produced a leaflet letting pet owners know about the display - to be handed out to houses nearby. Melanie stated catering was in hand.

Community: Nothing brought up

4. **CMG Membership & Roles**

Retta stated that owing to the small number of Committee members and shortened length of this meeting we would discuss at next CMG meeting.

5. **AOCB - NIL**

6. **Date & Time of Next Meeting**

It was agreed next meeting would be Thursday 6 November at 7pm.