

# Arrochar and Tarbet Community Development Trust

A meeting of the Hall Management Group was held on Tuesday 15 September 2015 at 10.30am in the Three Villages Hall.

## MINUTE

### 1. Attending

Stephen Mackenzie (minutes), Sue Henderson (Chair), Mary Haggarty, Retta Deerin, Barry Dickson, Gill Dunbar, Gillian McGlone.

The Chair welcomed Barry Dickson to the committee.

### 2. Apologies

None received. SH to make representations to Trust about there being two Trust directors appointed to the Hall Management Group.

### 3. Previous minutes and matters arising

BAND RIDER: document acceptable. Generally agreed percentage split of ticket money was preferable to fixed fees from performers. *SM to distribute document to committee for approval.*

PREMISES MANAGER: no notification as of the time of the meeting [*SH was confirmed as PM after the meeting.*]

FIREWORKS: MH had made a template (procedure) for organizing fireworks. Fireworks to be held behind play area, as last year; permission pending from Luss Estates. Warning letter to household. *SM to print letter.* Gala committee to be asked about borrowing gazeboes, barbeques.

The minutes were proposed by Gill Dunbar, and seconded by Retta Deerin.

### 4. Reports

#### 4.1 Finance

Gill Dunbar still doing SAGE date entry. Slightly different excel summary format, now including outstanding invoices. No costs for coffee mornings, lunch club *etc.* also concerns raised about quality of Pit Stop invoicing, e.g. lacking proper dates or descriptions. Also Brakes orders are being presented without copy of delivery note or invoice.

It was asked how much income the clubs brought in. The answer was (very approximately) £1,400 per quarter. Gillian announced that the playgroup was still struggling financially, and was looking at options. The suggestion

was made was that they should look for grants. They were also intending to run fundraising events.

*[It was noted at the October meeting that the dates on the summary below were incorrect; they said July and August and should have said August and September!]*

#### 4.2 Admin

HALL KEYS there is a shortage of hall front door keys. Possibly time to change the front door lock and reissue front door keys to fewer people. Possibly too many keys currently in circulation. Agreed to review the situation, get all key holders to resign the current documents.

BOUNCY CASTLE: GMcG suggested buying a small bouncy castle for use by playgroup and hall. Concerns were expressed over safety and storage issues. GMcG asked to produce a shortlist of candidate devices.

PHONES: SM explains that phones are too expensive; there are currently four lines in the hall and probably we can make do with two: one for voice and internet and one for alarm monitoring. Also broadband is rather expensive. Future possibility of installing faster fibre internet, however, first line of attack to contact BT and reduce costs if possible. (*Action SM.*)

BAR STOCK: SH has prepared database for bar stock. Unit cost and profit now available. Consider new lock for stock cupboard. *SM to get quote for bar cupboard, front door cylinder, etc.*

#### 4.3 Events

SM distributed list of upcoming events. Discussion of: youth club members that went enjoyed the Mull Theatre play. Need to improve publicity discussed: possibly do an email list?

A82 exhibition on 30th September. Wedding reception coming up on October 17th (SM to contact). Good interest in Village Bake Off. GMcG and SH to discuss organisation. Judges have been invited.

Early Years Conference happening again.

Galafest agreed to pay hall hire for their 30th October fundraiser.

Church Quiz postponed to 14th November.

Rannoch Tummel Association will be visiting the Hall on a fact finding tour on 17th September.

Christmas show possibility of a hall event like a pantomime? Discussion of primary school concert. Agreed that the hall would have to charge for regular use but a free one-off event would benefit the community and would be acceptable.

#### *4.4 Catering/Housekeeping*

Nothing to report.

#### *4.5 Users Update*

Users fundraising letter from use to be sent out with Q3 invoices. Users to be invited to do fundraising in sync with coffee mornings, etc. Also an invitation to help with planters...?

### **5. AOCB**

ORGANISATION CHART reported to be very informative.

ANNUAL HALL ACCOUNTS presented to committee. Surplus of £8,324.

COFFEE MORNINGS to continue beyond end of October. Need for more volunteers.

BUSINESS PLAN is now out of date, requires update. (RD to email to SM, SM to distribute to ctte.)

Gill seeing Heather on Thursday [17<sup>th</sup> September], re payroll.

BANK ACCOUNTS. SH had contacted Santander. Treasurer's a/c would only be one signatory. General agreement that single signatory account would be unwise. SH to contact other banks to see what is available.

PIT STOP £5,000: SH informed at Trust meeting that PS will struggle to pay back the loan. Suggestion was made that a partial payment could be made.

### **6. Date and time of next meeting**

The next meeting will be held on Tuesday 20<sup>th</sup> October 2015, at 1030 in the Three Villages Community Hall, Arrochar.

**Three Villages Hall Forthcoming Events (September edition)**

<b>DATE</b>	<b>THING</b>	<b>STAFF</b>	<b>VOLS.</b>
Saturday 19th September	“Scotland Sings” Community Singing Workshop		opening and closing.
Saturday 26th and Sunday 27th September	Joe Williamson (TBC)		opening and closing?
Wednesday 30th September	Transport Scotland A82 exhibition		
Saturday 17th October	Wedding Reception— Muir	SM, presumably	Yes please
Saturday 24th October	Great Villages Bake Off	Available if required	Yes please
Thursday 29th October	“Early Years Conference”	SM, DC	Yes please, 80 people coming.
Friday 30th October	GALAFEST Simple October Concert	Available if required	Gala Ctte.
14th November	Church Quiz—note change of date	none	church volunteers
Thursday 26th November	Adult Protection Conference	SM, DC	details tbc

**INCOME**

<b>INVOICES BUSINESS PAID</b>	964.92
<b>INVOICES CLUBS PAID</b>	240
<b>PARTIES</b>	25
<b>PAY G CLUBS</b>	120
<b>COFFEE MORNINGS</b>	61.6
<b>RAFFLE</b>	15
<b>BAR SALES</b>	430
<b>GYM</b>	107
<b>DONATIONS</b>	51.95
<b>WEDDING REMAINING PAYMENT</b>	500
<b>TOTAL</b>	<b>2515.47</b>

**EXPENDITURE**

<b>STAFF SALARIES</b>	1740
<b>PAYE</b>	204.45
<b>INSURANCE</b>	201.08
<b>BANK CHARGES</b>	16.84
<b>PHONE &amp; INTERNET</b>	164.29
<b>CLEANING</b>	30
<b>PIT STOP CATERING &amp; BRAKES</b>	438.05
<b>BAR PURCHASES</b>	424.12
<b>FLOAT FOR WEDDING</b>	350
<b>PETTY CASH PURCHASES</b>	14.25
<b>ELECTRICITY</b>	462.29
<b>REPAIRS &amp; REPLACEMENTS</b>	66.87
<b>TOTAL</b>	<b>4112.24</b>
<b>DIFFERENCE FOR THE PERIOD</b>	<b>-1596.77</b>
<b>INVOICES OUTSTANDING TOTAL</b>	<b>1794.5</b>
<b>BANK STATEMENT 17TH AUGUST</b>	<b>£26,497.12</b>