

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Wednesday 11th April 2018, at the Three Villages Hall.

MINUTE

1. Attending. R Deerin (*chair*), B Dickson (*users liason*), C Driscoll (*premises manager*), G Dunbar (*treasurer*), M Haggarty, J Kelly, R MacDonald, S Mackenzie (*minutes*).

2. Apologies. Declaration of interests.

Apologies were received from Mhairi Cadie.

No declarations of interest were made.

The Chair noted that Lily McKay had resigned from the committee and expressed gratitude for her work. Also noted that Tom Ireland had resigned as Chair of the Trust.

3. Previous minutes and matters arising.

LOAN AGREEMENT—loan agreement with PS drafted but no action had been taken by the time of the meeting.

BUSINESS STREAM—further correspondence with Clear Business *nee*. Aimera, sent to Heather and Duncan. Not anything to do with the hall but letters addressed to hall.

HEATERS—water heaters in the toilets have now been replaced. Hand dryer not yet repaired.

STAFF CONTRACTS—no progress.

WEDDING BROCHURE—is now printed and delivered and will be distributed to prospective clients.

The minutes were proposed by M Haggarty and seconded by G Dunbar.

4. Reports

4.1. Trust Meeting Report

No trust meeting took place this month by the time of the HMG meeting.

4.2. Finance

GD made a short financial report. Opening balance for March was £30,875.57 and the month finished on £32,287.90. Some loss of commercial hire due to the bad weather. Club

invoices about to go out. Gym use down again. Some outstanding invoices need chasing up. No questions. RD thanked Gill for her ongoing work.

4.3. Admin

4.3.1. Staff contracts and line management. See MATTERS ARISING above.

*4.3.2. Allocation of responsibilities for HMG members—*Not discussed.

4.3.3. Accessible signage. Letter from Cubs was discussed. SM and RD will work together to see what can be practically implemented.

4.3.4. Wedding Brochures. see Matters Arising above.

4.4. Events. SM presented events list. SM noted that there were a lot of bookings at the weekends and proper cover needed to be arranged. CD noted that even BYOB events needed a personal licence holder on the premises.

HMG decided to cancel the 8th of June concert.

4.4.1. Advertising.

Discussion of advertising, including best use of Community Advertiser, website, where to put posters, etc. No decisions made.

4.5. Catering/Housekeeping

Discussion of catering. Agreed to request another meeting with the Trust, date to be arranged.

4.6. Users Update

None.

5. AOCB

Discussions took place about use of the hall admin office for meetings. Conclusion arrived at: Admin Office can be used as long as a booking form is filled in as to times required for use.

David Burley will start a monthly computer class at the end of April.

6. Date and time of next meeting. THURSDAY 10th MAY 2018 at 1630.