

# Arrochar & Tarbet Community Development Trust

## HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Monday 14 December 2015 in the Three Villages Hall.

### MINUTE

**1. Attending**—Barry Dickson, Gill Dunbar, Mary Haggarty, Sue Henderson (Chair), Gillian McGlone, Stephen Mackenzie (minutes).

**2. Apologies**—Retta Deerin.

**3. Previous minutes and matters arising**

FIREWORKS, Douglas Murray had been sent a letter of thanks and a present.

KEYS. New front door lock installed and keys distributed.

PHONES. Back to normal, letter of complaint drafted. **SM to send to SH for editing.**

BUSINESS PLAN work in progress. But nothing to report as yet.

INVOICE TO PIT STOP, as agreed last month, committee agreed to send. **Action: SM**

SAVINGS ACCOUNT: status unknown until statement received, but transfer of funds believed to be in progress.

COFFEE MACHINE has been repaired.

The minutes were proposed by Gill Dunbar and seconded by Barry Dickson.

**4. Reports**

*4.1 Finance.* Gill reported that no report had been prepared because no bank statement had yet arrived. Overdue invoices are being chased, SM

to send out one more round of emails before Christmas holidays. Gill has nearly completed the SAGE data entry. SH to liaise with GD about getting "BankLine" off the ground.

Heather Young had advised not to pursue the un-presented Pit Stop invoices for catering at present because of uncertainty over the Café's VAT registration.

INSURANCE AND WEB SERVICE. Hall pays own insurance and web hosting fees for the [threevillages.org.uk](http://threevillages.org.uk) website.

#### *4.2 Admin*

KEYS. Some keys had been issued to LLTNP rangers. The committee thought it best not to issue any more keys for the time being.

CONCERN was expressed about SM doing so many night shifts recently. This degenerated into a bit of an argument. Conclusions: SH to arrange with clubs, *etc.* to designate key-holders and self operate along the lines of the Scouts or Christian Fellowship (details to be confirmed...)

EMAIL LIST. Discussion of creating an email list to advice people of forthcoming events. SM suggested creating a list on a service such as MailChimp that people could subscribe to if they liked. Also pointed out this function could be served by promoting the Hall Facebook page more. **SM to make Facebook page more prominent on website.**

CCTV. BD reported that the children outside had been pranking the bowling club and requested CCTV cameras be installed at the gable end of the hall. SM explained that the CCTV didn't have full exterior coverage. SM to contact SECOM for quote? It was pointed out that CCTV wasn't a panacea.

#### *4.3 Events*

SM distributed a list for next year, with some ideas for events. Had also contacted the three bands mentioned last month. Jazz Band had responded positively. GMcG suggested that more people might go to a jazz night if there was something like a fancy dress theme. SM explained that he hoped it would appeal to the same kind of people that would go and see *e.g.* Budapest Café Orchestra. The band themselves had said they would be content with an audience of 30 or so.

Christmas film night cancelled as Andy Downs can't make it that night.

Christmas event: the coming Friday a simple event with mulled wine, etc. would be held.

It wasn't clear yet if a Burns Night, Beer Festival, *etc.* would be organised in 2016.

GALAFEST will be held in September 2016.

BOUNCY CASTLE. Agreed that SH would liaise with GMcG and purchase a *small* bouncy castle, with the reservation that insurance and appropriate risk assessments were in place. Agreed that written agreement that parents were using it at their own risk would be required. Cost: maximum £120.

#### *4.4 Catering/Housekeeping*

Concern expressed that stock for the coffee morning is "disappearing". Reiterated that it was important to create a locked cupboard for these things. **Action SM.**

#### *4.5 Users Update*

Hall price list to be posted on notice board in hall.

Storytelling group on Fridays: GMcG to liaise with SM about organising this replacement for the Friday playgroups. Some issues about what the room would cost.

### **5. AOCB**

Agreed to get a thank you present for Chris Fowler and Jean Travis for running the coffee mornings.

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

Next meeting to be held on January 12<sup>th</sup> 2016 at 1030 at the Three Villages Hall, Arrochar.