

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Tuesday 17 January 2017, at 7pm, at the Three Villages Hall.

MINUTE

1. Attending: B Dickson, G Dunbar (Treasurer), M Haggarty (Users), S Henderson (Chair), J Kelly (Fabric), S Mackenzie (Minutes); M Tonks (Trust), L Mackay (Trust), M Pollard (Trust, *arr.* 1915)

2. Apologies. Declaration of interests: Retta Deerin, Mark Sutcliffe. No declarations made.

3. Previous minutes and matters arising.

Boiler Maintenance: still outstanding.

Wifi: Access Point installed, works well. Needs a controller computer to do full access control.

Trophy Cabinet: ordered, at Dawn Gourlay's. [*assembled and installed after the meeting.*]

ASCO: no contact from ASCO re. emergency lighting batteries. [*batteries replaced after the meeting.*]

Web hosting: no action taken but quite simple to do.

Business Plan: plan produced. HMG asked to make comments in the next fortnight, then the document will be passed to Trust.

PS Invoices: Catering invoices had been received, but the prices on them had been incorrect and they had to be returned.

Water: no reimbursement yet, SM and GD to follow up. [*cheque was finally received after the meeting*]

Bank: No action taken on the bank or contacting the ombudsman as yet.

Dance School: has started paying higher rate as agreed. HMG agreeable to negotiation in order to keep the club going if numbers attending fell.

Insurance: SM checked the policy after the previous meeting and personal accident is only covered up to persons of 85 years of age.

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

4. Reports

4.1 Finance

The Treasurer presented the monthly figures and prior year SAGE reports. For December 2016 there was income of £6,163.03, expenditure of £3,296.92 for a monthly surplus of £2,866.11. Clubs were down but this was due to quarterly invoicing. Gym income down as well, Gill has asked RD and SM to investigate if this could be improved. Outstanding invoices more than 30 days stood at £2,592 and there was still £2,000 of the loan to the Pit Stop Trading Company outstanding. Bank balance rose from £29,263.89 to £32,130.00 over the month.

Over the three months October to December, business hires slightly up, clubs slightly down, coffee morning up. Expenses: heat and power down, printing down, telephone costs down. Maintenance, repairs and renewals were up, e.g. immersion heaters and servicing the meeting room projector.

The Treasurer also raised the matter of the ring-fenced “fabric fund” £20,000 with another £3,000 to be added after 31-3-2017. Noted that four years were left on the building warranty. Business bookings had increased, income hasn’t dropped despite of loss of national park office rental. Hall staff complimented for their work with the business bookings.

Also noted a wedding reception booked for July and various other parties and functions.

4.2 Admin

Electricity; SM had fresh quote from Glasgow People’s Energy and had sent a letter of authority to Utility Aid. Agreed that SM should continue to look for the best price for the Hall.

4.3 Events

Lily McKay reported on events.

Cinema: It was meant to be during a school day but it ended up being on a Saturday, 10-15 children attended. Donations of around £12 were given. In future the intention to try it during school day and treat it as a “school trip”.

Burns Supper: GD asked to do float. LMCK agreed that the Events Group would record the “comings and goings” but that the Hall would receive all monies and pay all expenses. LMCK agreed that Jane Ireland needed to liaise with Sue Henderson as Premises Manager, who would assist with arrangements for the bar. Also asked for assistance setting up tables and chairs.

Future events: planning for these would wait until the Burns Supper was done.

Broom Bezzums: Galafest were still organising this concert on 11th March.

Beer Festival: S Henderson mentioned the Beer Festival, agreed to co-ordinate over the organisation of this.

SH suggested asking the Royal Marine Band to do a concert.

4.4 Catering/Housekeeping

Concern was raised over the broken car park lights, lighting in the car park was not adequate, especially after the council fitted new LED streetlights that don’t spread as much. Agreed to investigate options for fitting new lights to the outside of the hall: new standards, repair existing bollards, or install LED floodlights on hall gable end.

4.5 Users Update

Guitar lessons booked to start 29th January.

5. AOCB

Cheque. MP queried a £1,000 cheque the Hall had issued. Turned out was fireworks. (HMG were reminded that payments over £500 needed Trust approval.)

Catering. MP asked if the new catering ordering arrangements were working, and reiterated that cancellations after seven days would incur a full charge from the cafe to the hall. HMG questioned some aspects of this, pointing out that meetings could be cancelled at short notice for reasons outwith the control of any party. MP pointed out that the cafe was being left out of pocket by late cancellations but agreed there had to be some give and take, but the policy was being “pushed down” from the Trust Chair. SM confirmed that the policy was being communicated to clients. Agreed that a “common sense” point of view would be taken on each case.

6. Date and time of next meeting: 21st February 2017 at 1900.