

Arrochar & Tarbet Community Development Trust

Hall Management Group

Meeting of the Hall Management Group was held Tuesday 18 April 2017 at 1900 in the 3V Hall, Arrochar.

1. Attendance and apologies

Attending: G Dunbar (Treasurer), S Henderson (HMG Chair/Minutes), B Dickson, M Haggarty, J Kelly, M Sutcliffe (Trust Chair), L MacKay (Trust Events Director) and M Pollard

Apologies: R Deerin, S MacKenzie and P Startin

2. Declaration of interests – No declaration of interests.

3. Previous minutes & matters arising

WIFI – Router now installed although the signal across to the Café is still poor and awaiting the fibre broadband.

Catering Invoices – still having problems February and March invoices still incorrect with the increase in price from 13 Feb being reflected from 1 Feb. GD has advised SMacK to recalculate to reflect what we are billing the individual customer – NFA

Bank – GD reported that the problems are still ongoing.

Action: DMacL/GD

Electricity – seek clarification if documentation from new supplier received.

Action: SMacK

Hall Calendar – SH confirmed that Private/Business Bookings were now incorporated into the online Calendar - NFA

VAT – SH stated she had contacted HMRC there should be no changes to Hall Invoices with Café food on them - NFA

Data Protection – MS still dealing with this.

B Dickson proposed the minutes and G Dunbar seconded them.

4. Reports:

4.1 **Finance** - GD stated that on 29 Mar the Halls Band Account stood at £38364.64 (£31800.15 previously). She also advised that all the Books are now with the Trust accountant and that she would be seeking some advise from her regarding the end of year figures.

Action: GD

4.2 **Admin** – SH stated that she had reminded Hall Staff to contact the pension's provider regarding their Workplace Pension.

4.3 **Events** – LMacK gave an update regarding Under Wraps concert with 104 tickets sold and including the costs of the band leaving a profit (excluding incidental expenses) of £116.83. SH stated that she had completed a stock check and the bar profits (excluding the additional stock bought by the Events Committee) were £429.93. SH voiced her concerns regarding the certain aspects of signage during the event but that would be taken up prior to the next event with the Events Committee. It was agreed that the event was highly successful and LMacK stated that there was additional concerts on 13 May, 17 June and 19 August.

4.4 **Catering/Housekeeping** – SMacK had received a quote for some of the joinery work – this quote was passed to JK for advice. MH stated that Community Payback Team is currently working on long term projects but she would advise us as to when they would be available.

4.5 **User Updates** – Nil

5. **AOCB**

MS stated that the AGM would be held on Saturday 6 May at 1300. It was his intention to raise the subject of volunteering and to ask Members what they would envisaged from the Hall and the Trust.

SH queried the Trust minutes with regard to an Action that there should be a “transfer of Hall Fabric Fund monies to the Trust”. She was told that this had been discussed by the Trust and approved – SH queried this and was told that this was advised by the Accountant. MH asked - what was the point of transferring the monies to the Trust and wanted reassurances that these monies would be used as intended - a Fabric Fund for the Hall. All round the table agreed. GD stated that with some of the repairs required would it be possible for some of these funds to be used. A debate then occurred with regard to what is general maintenance/repairs and capital expenditure with no outcome at the end.

SH also queried another Action “to create a bar process so that anyone can use the bar for their event”. SH stated that this was not possible - anyone wishing to run a bar must complete 2 hours bar training or hold a Personal License and complete 2 hours bar training. If someone wishes to complete bar training, they must contact her (as Premises Manager) who would arrange a convenient time and date for the training but they have to agree to being placed in the 3VH training log and occasionally may be required to work at an event. All processes are governed by Argyll & Bute Licensing Authority and the 3VH like all licensed premises need to comply with their processes

SH stated that both her and GD had attended the 3VH Steering Group and had left with various actions. MH asked, as no minutes were produced, what exactly is discussed. SH stated that she would forward a copy of the actions from the last meeting to her.

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

It was agreed next meeting would be Friday 12 May at 1030.