

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

MINUTE

A meeting of the Hall Management Group was held on Tuesday 20 September 2016, in the Three Villages Hall.

1. Attending: Barry Dickson (*committee member*), Gill Dunbar (*Treasurer*), Retta Deerin (*Policies and Procedures*), Mary Haggarty (*Community Council/users liaison*), Susan Henderson (*Chair*), Stephen Mackenzie (*staff/minutes*); Heather Young (*accountant, not member of committee*)

2. Apologies. Declaration of interests.

Apologies from M. Tonks, G McGlone. No declarations of interest made.

3. Accounts Overview (with Heather Young)

A summary of the accounts for the period April 1st 2015—31st March 2016 was given followed by a discussion regarding these accounts.

Heather felt the Hall Management Committee had done well with what they had. Influence over rental income, *etc.* limited. Local activities were successful with clubs running six nights a week.

4. Previous minutes and matters arising.

Heather Young left the meeting at this point.

Boiler: JK not there to report but no response as yet from MacLeods in any case.

Bake Off: to be discussed next month after GalaFest is over.

WiFi Router: no action so far, postpone to next month, a couple of incidents reinforce the need to replace the router soon. **Action: SM to send link to proposed purchase, as last month.**

ASCO: SM had clarified that the amount quoted (plus VAT) was the total for the job. **ACTION: SM to ask ASCO to change the batteries.**

Price list: SM to send out again, discussion at next meeting.

Trophy cabinet: MH looking after this, task ongoing.

The minutes were proposed by Retta Deerin, and seconded by Mary Haggarty.

5. Reports

5.1 Finance

Slight decline in bank balance over August. Due to paying two sets of wages in August (four weekly payment in a long month).

Fabric Fund: letters from RBS asking for info about Trust bank account. To do with money laundering regulations. Hall account safe. Therefore GD hasn't organised new account yet.

Name change: Trust had voted that Hall account should be renamed to reduce confusion. Agreed that HMG will follow the bank's advice on renaming.

Bank Statements: Trust also wanted hall bank statements, GD refused because employees salaries are listed on statement individually.

Catering Tendering: Trust had firmly rejected the proposal from the HMG to open the Hall catering to other local providers.

5.2 Admin

Electricity: several different brokers had now been in touch. Also SM had obtained a direct quote from SSE and been told by them it wasn't necessary to get a new contract so early. **Agreed to revisit the subject in January 2017.**

BT: letter received indicating contract period ending soon. Possibility discussed of using different provider and possibly getting faster internet. **Agreed to revisit subject at the appropriate time.**

Holiday: SM will be away from 3rd October, returning 17th October.

5.3 Events

List distributed, nothing of note to discuss.

5.4 Catering/Housekeeping

No report.

5.5 Users Update

No report.

6. AOCB

School Wreath: ceramic wreath to be installed above roll of honour in front corridor. **Action: ask JK to look at it.**

LLTNP has painted classroom to HMG's satisfaction and final invoice has been sent. For the moment the Classroom will be used for general hire.

Gillian McGlone joined the meeting; agreed that she was resigning from the committee due to other commitments.

7. Date and time of next meeting: Wednesday 26 October 2016 @ 1900.