

# **Arrochar and Tarbet Community Development Trust**

## **HALL MANAGEMENT GROUP**

A meeting of the Hall Management Group was held on Tuesday 22 November 2016 at the Three Villages Hall.

### **MINUTE**

**1. Attending:** Retta Deerin (Secretary), Barry Dickson, Gill Dunbar (Treasurer), Mary Haggarty (Users, Community Council Liaison), Sue Henderson (Chair), Jimmy Kelly (Fabric), Stephen Mackenzie (minutes).

**2. Apologies. Declaration of interests:** None received. No declarations of interest made.

**3. Previous minutes and matters arising.**

*Boiler maintenance:* JK reports no progress. Jim Proctor had handed in an invoice from MacLeod's for work done in August, but not clear what this work was.

*Bake Off:* to be handed off to new Events Committee.

*Wifi:* new router (just) ordered.

*ASCO:* no work done yet, SM to chase up.

*New Booking Form:* not ready yet, to be provided for next meeting.

*Trophy Cabinet:* Hall to purchase and reimburse from Heritage/Running Club. SM to pick candidate and check with MH before proceeding.

*Wreath:* Thanks to JK for installing, many compliments on its appearance on Remembrance Sunday.

*Web Hosting:* Fiona Butcher has been reimbursed but a meeting is yet to be organised.

*Craft Fair:* Lorna seems to have things in hand. Request for the coffee morning to extend their hours to complement the fair activities.

*Fireworks* were a success. Unfortunately there was a lack of food this year. Thanks to Douglas Murray and Arrochar Primary PTA for their assistance. This is the last year PTA insurance can be used.

*HMG response to chair's comments at last meeting:* After discussion with the trust accountant the HMG disputes the Trust's downward financial projections for the hall.

The minutes of the previous meeting were proposed by Gill Dunbar; seconded by Mary Haggarty.

#### **4. Reports**

##### *4.1 Finance*

Treasurer presented figures for the last month. Opening balance (30 September) was £31,207.66, closing balance (28th October) was £30,105.19 (of which £15,000 is ring fenced for Capital fabric repairs). Owing to staff holidays, production of invoices had been delayed. Gym and bar income down (largely due to reduced used). Substantial rebate from Business Stream due to estimated meter reads. Also money due back from HMRC, according to Heather Young.

Continuing problems with savings account; Treasurer attempted to open an account online, but when nothing happened she followed up to find the bank had no record of the application! Some discussion of whether it was worth proceeding with this. Committee agreed to: wait to hear from the bank re. current application. Chair thanked Treasurer for the hard work of chasing up the bank.

Noted that no invoices (or loan repayments) received from Three Villages Cafe since end of September.

Monies for the fireworks were as follows:—

School (Cinderella Rockefeller ticket money) .....	£400.00
Gala (donation) .....	£100.00
Bucket collection 2015 .....	£109.85
Bucket collection 2016 .....	£159.42
Other donations .....	£230.73
<i>For a total of .....</i>	<i>£1,000.00</i>

##### *4.2 Admin*

The Chair reported that HMG are now compliant with workplace pensions timetable.

SH had also written to Dawn thanking her for the donation from the Running Club.

#### *4.3 Events*

SM has discontinued his events list in favour of the new Events Committee, who were respectfully requested to keep HMG informed.

SM reported from a conversation with Lily McKay that the new committee's first priority was organising the Burns Supper in January. Also noted that David Burley was organising revived cinema nights.

#### *4.4 Catering/Housekeeping*

NTR.

#### *4.5 Users Update*

Lynn Nicolson was discontinuing her Thursday classes. Guitar Lessons postponed until after Christmas. Gymnastics class proposed.

### **5. AOCB**

The Chair thanked the anonymous donor that replaced the reception chair.

*Business Plan:* rough draft distributed. Plan and SWOT analysis to be distributed to committee for comment, then forwarded to Trust chair. Thereafter developments would wait upon Trust finishing their plan.

It was decided to resume daytime meetings for the time being. As per previous arrangements it was agreed to hold evening meetings quarterly.

**6. Date and time of next meeting. Tuesday 20th December at 1030.**