

Arrochar & Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Tuesday 24 November 2015 in the Three Villages Hall.

MINUTE

1. Attending

Retta Deerin, Barry Dickson, Gill Dunbar, Mary Haggarty, Susan Henderson (chair), Stephen Mackenzie (minutes).

2. Apologies

Gillian McGlone.

3. Previous minutes and matters arising

FIREWORKS—very good event. SH to do letter to Douglas Murray to thank him. Donations of £109 to be “ringfenced” for next year’s display.

The committee thanks Douglas Murray for putting on a very good display, and the Wells family and Lochs and Glens Holidays for sponsoring the event.

KEYS—new front door lock purchased and fitted, new keys distributed.

BOUNCY CASTLE—Gillian proceeding with project, not present to report on progress.

PANTOMINE—Not able to proceed with pantomime this year; SM had written apologetic email explaining this.

BUSINESS PLAN—progressing.

PHONE LINES—waiting for the changes ordered to take place.

RECENT EVENTS—all went well.

COFFEE MORNING—Church Sale cancelled this year. May be a coffee morning on the 5th. [*There wasn't.*] Saturday 12th to be a Christmas event.

The minutes were proposed by Gill Dunbar and seconded by Mary Haggarty.

4. Reports

4.1 Finance

Small surplus registered for the month. Still no catering invoices from the Pit Stop. Pit Stop now VAT registered, but Hall not officially informed. The Committee *not* willing to increasing catering prices from the existing £5.50. Statements to be sent out after 30 days as a matter of course.

Noted that no written financial reports for Pit Stop have been made at Trust meetings recently.

Pit Stop to be invoiced for the £1,000 recently agreed to be paid out of the £5,000 owed.

WORKPLACE PENSIONS. Trust enrolled, Sue Henderson and Duncan McLachlan are contacts.

HALL SAVINGS ACCOUNT applied for at RBS, should be in operation soon.

4.2 Admin

OBAN TIMES MAP—Oban Times were preparing a new map “Hidden Coast”. Committee decided not to advertise on this map.

GALAFEST—agreed that they should be paying for room hire. Action: SM COMMUNITY COUNCIL to pay £150 a year for up to 10 small meetings rather than paying individually. Suggested this could be an arrangement for Galafest.

4.3 Events

Planning Committee of the National Park has met at the Hall for the first time. Was a good session and they may return in future. Sudden flurry of meeting bookings in December.

Various inquiries from new bands wanting to play at the hall. SM to follow up inquiries. SM to send links to music online to committee members.

4.4 Catering/Housekeeping

Coffee machine broke, replacement part ordered.

Discussion of storage areas. Agreed to create secure area for coffee morning materials in meeting room pantry. Action SM.

4.5 Users Update

MH produced ABC survey to be adapted for users. SH to adapt for business bookings as well.

5. Hiring of Hall to Pitstop

Pit Stop have not provided a proposal in writing. But want to hire hall (at reduced rate) and run the whole function except for the bar. Not well received! Committee not confident that Pit Stop have the staff, *etc.* to actually run a function of that type. The Committee agreed that if people wanted to use the Pit Stop as their caterers, that was fine, but the hall would have to be booked for the function in the normal way for the usual £800.

6. Christmas Lights

Tree arriving next Monday (30th). Ian Kay and Andy Downs has installed mounts for lighting on the hall. Plans are progressing various decorations around the village. No fixed date for turning on the lights. Committee agreed to have some kind of Christmas event on Saturday 19 December, around

5.30pm. Carol singing, mince pies, *etc.* No admission charge but donations towards next year's fireworks. SH to organise on return from holiday.

7. AOCB

RD referred committee members to OSCR's advice on becoming a charity, and asked them to study it for discussion at the next meeting.

8. Date and time of next meeting

Tuesday 15th December 2015 at 1030. [*After the meeting, was agreed to meet on Monday 14th instead due to committee members being unable to attend.*]

Appendix: Financial Report

Bank statement 16th October 2015	£27407 .17
Income	
business invoices paid	1815.00
clubs paid	264.00
pay g clubs	44.00
gym	74.00
coffee morning	130.45
raffle	93.00
bar sales	682.10
donations	71.93
lunch club	32.00
parties	30.00
events bake off	121.00
weddings	1100.00
printing	11.50
<i>total</i>	4468.98
expenditure	
salaries	1740.00
insurance	201.08
electricity	365.71
bank charges	17.79
bt & internet	165.82
uniforms	75.00
paye	120.00
cleaning	118.20
coffee morning purchases	14.97
catering & brakes	0.00
bar purchases	425.75
petty cash purchases	42.37
repairs & replacements	493.97
water service charge	154.99
<i>total</i>	3935.65
difference	533.33
outstanding invoices for this period	2390.00
bank statement 17th november 2015	27940.50