

# **Arrochar and Tarbet Community Development Trust**

## **HALL MANAGEMENT GROUP**

A meeting of the Hall Management Group was held on Wednesday 26 October 2016, at the Three Villages Hall.

**1. Attending.** Stephen Mackenzie, Mary Haggarty, Retta Deerin, Sue Henderson (chair), Barry Dickson, Gill Dunbar, Maria Pollard, Mark Sutcliffe, Colin Adam, Melanie Tonks, Phil Startin. Lily McKay from Item 4.1 onwards.

**2. Apologies. Declaration of interests.**

I. Paterson. No declarations of interest.

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

*Boiler:* no report from JK, SM to contact.

*Bake Off:* date of bake off used by other booking agreed to organise for new year.

*WIFI router:* Stephen briefly explained the issues facing the Hall's wifi service. Agreed: to buy a new Ubiquiti router as specified.

*ASCO:* no contact yet but SH had confirmed that they wanted emergency lighting batteries renewed while SM was on holiday.

*Price List:* Adopted as presented. SM to provide draft of new booking form for next meeting.

*Trophy Cabinet:* MH explained the plan to install a cabinet for the Arrochar trophies. Suggested that a board with previous winners be installed as well. Ongoing action.

*Wreath:* JK has examined the wreath and thinks it will be OK to go on the wall. Will be installed in due course.

The minutes were proposed by Gill Dunbar and seconded by Retta Deerin.

## **4. Reports**

### *4.1 Finance*

GD presented the figures for September and the first six months of the financial year. Noted that commercial bookings were healthy. Also noted continuing problems for both HMG and Trust with RBS administration.

### *4.2 Admin*

*Web Site:* SM has been in discussions with Fiona Butcher about the Three Villages website and domain name. Agreed to have a meeting with with Fiona to discuss the future of these assets.

### *4.3 Events*

SM went through the list of forthcoming events. Significant number of large meetings in November. Proposal to run a craft fair on Saturday 3rd December. SM to suggest the 10th instead.

### *4.4 Catering/Housekeeping*

Not discussed.

### *4.5 Users Update*

New club starting; guitar lessons, on Sunday mornings in November (demand permitting). Stella's "Run Like Mo" cancelled due to lack of demand.

## **5. 2016 Fireworks**

Everything in hand. Letters to go out.

## **6. AOCB**

Gail Stead has produced SWOT and PEST analysis for examination.

Mark S. had a further item of business and asked SM to leave the room so the minute finishes here... ATCDT to provide minute of last section of meeting.

**7. Date and time of next meeting.** Tuesday 22nd November 2016 at 1900.