

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Wednesday 29th August 2018 at the Three Villages Hall.

MINUTE

1. Attending

B. Dickson (*hall users rep*), G. Dunbar (*meeting chair, treasurer*), M. Haggarty, S. Mackenzie (*minutes*), R. MacDonald,.

2. Apologies. Declaration of interests

Apologies from: J Kelly, R Deerin.

No declarations of interest were made.

3. Previous minutes and matters arising

Cheque from PS for balance of water charges paid and cleared. A different cheque for the balance of the loan for £1,000 has not been cleared by the bank. Alternative payment was being sought.

Heart Start course had run, a poor turn-out unfortunately.

War memorial materials. The memorial will open on 27th October. So materials stored in hall should be moved by then.

Some *gym inductions* have occurred, SM is doing them again, a very basic health and safety briefing.

Velux window repair deferred; it was very hot day when it jammed and will be very expensive to access. Given the other expenses the hall is incurring thought best to delay this work.

The minutes were proposed by B. Dickson and seconded by M. Haggarty.

4. Reports

4.1. Trust Meeting Report

HMG met with the Trust board to discuss catering issues, as we had not been sent an agenda before the meeting we were not aware of the information they required.

4.2. Finance

GD reported that the month started at £30,335.13 and ended £30,430.44; and noted additional expenditure in August had lowered the balance to around £25,000.

Heather Young is still negotiating with Clear Water, that bill has not been paid.

Noted that bookings were down, largely due to the Council booking fewer meetings. It's been proposed by Mhairi Cadie to work with the Arrochar Hotel to promote conference bookings, HMG agreed to pursue this, with GD taking the lead. SM suggested investigating whether advertising on Google would be worthwhile, this was also agreed.

Coffee morning income had increased, possibly due to PS being closed for several Saturdays in August.

4.3. Admin

Replacement hand drier being organised. Toilet that was out of order now repaired. Black fridge requires a new fan.

4.4. Events

List of events was reviewed. Final "Rock on the Loch" concert in October cancelled. The HMG also agreed to surrender the Premises Licence after Galafest had occurred, in order to gain exemption from water charges. Noted that this would require the hall to have a Public Entertainment licence again, and to apply for occasional licences every time a bar will be run.

4.5. Catering/Housekeeping

Catering: no progress with Duncan and Melanie. Sue and Gill did a week of catering, and calculated, including a notional staff cost, approx. £2.20 person. Tenders had been invited; only Sue Henderson was willing to do it. SH willing to do it for £3.50 per person. HMG agreed to do this. RD will write a letter from HMG to PS, informing them of this.

Noted that HMG would have agreed to a rate of £4.50 but PS has not responded to the proposal.

Noted also that water consumption was rather high, at around 20 cubic metres a month. SM to investigate whether this is caused by the gents' urinal cistern continuously filling and emptying.

4.6. Users Update

Nothing to report this month.

5. AOCB

Car Parking: It transpires that ABC has a web page listing car parks in Argyll including the Hall! MH to action a complaint. GD has asked Jamie [McTavish?] to make a sign for the hall car park to make it clear it's a private car park.

SM agreed to go to a *community partnership event on data protection* on 12th September.

6. Date and time of next meeting Thursday 4th October 2018 at 4.30pm.