

Arrochar and Tarbet Community Development Trust

Hall Management Group

A meeting of the HMG was held on Tuesday 18th August 2015 at 2pm in the Three Villages Hall.

1. Attending: Retta Deerin, Sue Henderson (chair), Gill Dunbar, Mary Haggarty, Stephen Mackenzie (minutes)

2. Apologies: Melanie Tonks, Gillian McGlone.

3. Previous minutes and matters arising

Pensions: SH logged into the system. SH will follow the instructions/diary on the Government website.

Band rider: no time to look at it, will examine at next meeting.

Diamond & Cash Night went well, with a small profit made by the Playgroup.

Premises Licence: SH about to post Premises Manager application.

Finance: Figures from last month's meeting presented to Trust.

ToR: HMG has accepted original Terms of Reference and SH sought clarification from the Trust regarding some issues that were brought up at EHMG meeting 3 July and how they differ from TORs given by Trust Chair. Trust were happy also to go along with the TORs.

Complaints procedure live after no objections received before 29th July deadline. No complaints received as yet.

Fireworks: Some discussion of what needs to be organised. **MH to produce list of actions for organising fireworks.**

Bar Stock: out of date stock removed.

Thanks from the committee to Martha for all her hard work doing the raffle for hall coffee mornings.

Minutes proposed: Gill Dunbar and seconded: Retta Deerin.

4. Reports

4.1 Finance—GD presented report. No major issues. Figures presented below [*Page 6.*]

4.2 Admin—Nothing to report.

4.3 Events

SM presented list of “forthcoming attractions”. [*page 5*] Forthcoming Saturday quite complex, with an outdoor group booking the hall, the Access Forum using the front rooms and a children’s party in the afternoon.

After some discussion about hall rates, was decided to create a new intermediate rate for non-local community groups.

Mull Theatre are returning on Friday 28th. SM distributing posters because they arrived late; tickets available at hall and also online at COMAR website. Help offered for box office and bar.

Rock Community Church returning in September.

NHS conference on 16th September, up to 100 people, some extra help might be required.

Simple October. **SH to contact Tom Jackson about the proposed concert in October.**

Skerryvore: Committee agreed that they would like Skerryvore back in Easter 2016. Last year was done on a 80/20 ticket split. **SM to contact their manager and make arrangements, pending approval by committee.**

4.4 *Catering/Housekeeping*: nothing to report.

4.5 *Users Update*

Not entirely clear when clubs were returning after the summer break.

MH had done Hall and Trust organisation chart, which was now on display on the noticeboard.

5. **AOCB**

Minutes on web site: Agreed to update minutes on website and keep up to date on an ongoing basis. (**Action: SM**)

Christmas decorations: Andy Downs had emailed asking for permission to install Christmas lights around the front door of the Hall, this was agreed. SM to double check donations following the coach crash, which are to be used for the Christmas decorations.

Coffee mornings: agreed that coffee mornings would continue from September to November. Agreed to ask clubs if they would like to run charity coffee mornings.

Iain Hunter, the community fireman, joined the meeting. In the following discussion he said he was content with the arrangements the Hall had in place viz. fire extinguishers and fire alarm had maintenance contract, regular fire tests performed, fire risk assessment exists, fire procedure communicated to hall users.

6. **Date and time of next meeting**

Next meeting will be held on 15 September 2015 at 1030 at the Three Villages Hall.