

Arrochar & Tarbet Community Development Trust

Hall Management Group

Retta Deerin	Chair	Jimmy Kelly	Member
Gill Dunbar	Treasurer	Colin Williams	Member
Stephen MacKenzie	Minute Sec.	Barry Dixon	Member
Lily McKay	Trust Director (Events)	Ronnie MacDonald	Trust Director
Catherine Driscoll	Premises Manager	Mary Haggarty	CC Rep.
Caroline Logan	Health & Safety Rep.		

Minute of meeting held on the 14th July 2017.

1. **Apologies:** - Retta Deerin, Stephen MacKenzie, Phil Statin & Colin Williams.
2. **Attendance:** - Gill Dunbar, Barry Gibb, Jimmy Kelly, Mhairi Cadey, Ronnie MacDonald, Catherine Driscoll & Mary Haggarty.
3. **Declaration of Interest:** - None.
4. **Approval of minute** covering meeting held on the 12th May 2017.
Proposed Ronnie MacDonald seconded Jimmy Kelly.
5. **Reports**
Trust: - Trust have now allocated office positions to a number of people some of whom are not yet registered with Companies House. It is hoped / planned that the registrations will be in place by September when they will conduct an AGM where these office bearers will be elected into posts in question.
MH asked who holds the register of member's and is it up-to-date?
MC thought that Colin Adams the Trust's Company Secretary was the keeper of the document and she would check as to when it was last updated. MC also told the table that as the Trust employs the Hall Staff they feel they should be their line manager.
In the last Trust minutes the 'fabric fund' again raised its head and it has been recorded as double the sum first muted? As GD and PS have discussed this issue it is thought that this is a mistake. MC will come back to the HMG with clarification.

Hall Finance: - Hall finances remain steady with a c/f balance of £38,033.93 against a closing balance of £39,840.31 covering June 2017. Amount shown against Expenses is incorrect; it would look like a wrong digit has been typed into sage. GD will investigate and correct entry.
NO members of Hall Staff or HMG Group claim or are paid expenses.

Maintenance costs are high and this is mainly arising from the contract covering the alarms this should be looked at and termination date of the 'locked in' contract checked.

As like the Trust problems with RBS continue.

Post meeting NOTE. A meeting requested by the treasurer of the Trust to examine the accountancy method being used by the HMG has taken place. Conclusion resulted in the Trust treasurer being completely satisfied with the current method being applied and the statements produced on a monthly basis are both in line with the correct accountancy procedures required.

Bar: - CD asked if it would be possible when the Events Group is arranging dates for events they check who will be available to run the bar. A personal licence holder **must** be on the premises when the bar is in operation. Personal licence holders at the minute are: - Steven MacKenzie, Iain Dick, Susan Henderson and Catherine Driscoll. CD is arranging training for anyone of these licence holders who need their certificate brought into date.

She will also arrange the necessary (legal) update requirements, which can be done in house, for those who are not PLH but are trained to work in the bar.

Administration: - The HMG have looked over their ToR and there are a few changes mostly wording e.g. removing the word Campus to read HMG but on the whole the content of the document is fine, although a bit long winded.

HMG have put into place a rota covering 2pm to 4pm on Wednesdays whereby the desk will be manned by a volunteer allowing the Admin Officer time in the office to prepare and check invoices etc. JK has agreed to be the line manager for the Hall staff and will look at getting dates arranged for their appraisals which are due soon.

MC spoke about the cleaning grant but was not sure how this worked. The HMG have been offered the services of Caroline Logan who has recently graduated with a degree in Health and Safety. Caroline will not be able to attend all meetings but will carry out H&S checks within the Hall for the HMG. With thanks to Caroline the HMG have accepted her offer.

Events: - GD has been liaising with the Events Director on the problem arising on the co-ordination of organising events and they have agreed that all arrangements regarding events will come from the Events Director to the Hall administration officer. See also request from the PM regarding the operation of a Bar at events.

Catering / Housekeeping. Slight concern over the rise in the cost of catering supplied by the PSTC to the Hall. This has occurred over the

past year. GD and MC will look into this issue.

Users update: -.RMcD has donated a large cork notice board for bar notices.

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6. **AOCB:** - GD said the Hall is holding monies taken from the Lunch Club could some clarification be given as to where this money has to be banked?

CD has requested that a till is purchased for the bar, this has been discussed with the Events Director and approval for the purchase has been given by the HMG.

Request from the Events Group for tablecloths has been received but this was deferred in the meantime.

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

18th August at 10.30am.