

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 Gibb	Member
Lily McKay	Events Director	Ronnie MacDonald	Trust Director
Catherine Driscoll	Premises Manager	Mary Haggarty	CC Rep.

Minute of meeting held on the 12th June 2017.

1. **Apologies:** - Retta Deerin, Stephen MacKenzie & Phil Statin.
2. **Attendance** :- Gill Dunbar, Colin Williams, Barry Gibb, Jimmy Kelly, Mhairi Kelly, Ronnie MacDonald, Catherine Driscoll & Mary Haggarty.
3. **Declaration of Interest:** - None.
4. **Approval of minute** covering meeting held on the 12th May 2017.
Proposed Jimmy Kelly seconded Colin Williams.
5. **Reports**

Steering Group: - Meeting scheduled for 9th June cancelled now being held on the 13th June.

Trust: - Position of Chair will be discussed at meeting on 13th June.

Hall Finance: - Hall finances remain steady with a c/f balance of £34,956.35 against a closing balance of £35,583.44 covering May 2017. Heather has started to update Hall lap top with the Sage accounting process but due to personal business this is not yet completed. GD has produced the monthly figures on excel. No Heat and Light included as these are now being paid on a quarterly basis. Catering sales up and a donation of £200 was given from the last wedding party who used the hall. This donation was over and above their payment of the Hall fees. Bar sales still stable with purchases for the month being £405.59.

Bar: - Hand over of the Premise Manager post has taken place CD is completing the necessary paperwork required by Argyll & Bute Council in respect of this post. CD is reviewing the updates of training required through the personnel licence process. Bar stock not yet handed over but would be completed after next event. CD has picked up a booklet that all staff working a bar should complete.

MH asked GD if she could clarify the process of paying the employed staff. GD said that although the employed staffs contract was with the Trust the HMG paid their wages, national insurance and pensions.

Administration: - MH said that she had observed that the Hall Administrator was at times being asked to carry out from various people other than their direct line manager from the HMG. This was agreed by MK and GD that the Hall Administrator's role has to be reviewed. An appropriate time for this to be carried out would be at their next appraisal which is due shortly.

HMG are looking for volunteers to cover the desk duties to allow the administrator an 'office afternoon' whereby they concentrate on invoices and reminders concerning Hall lets. This is the most important function carried out in relation to the sustaining the Hall in the standard we have set.

GD said that the steering Group was looking at policies, however it was agreed round the table that it was felt that there were now too many groups with some overlapping. Ways ahead for the HMG was discussed round the table. MK stated that how she sees it is the HMG should run the Hall and only if there is a big problem should they consult the Trust. As a starting point it was agreed that all HMG members should read through the approved HMG ToRs and arrange a meeting date to get together and discuss agreed procedures. MH said she would distribute the current approved ToRs for perusal.

HMG has received estimates for the internal and external painting required for the Hall and has given GD the approval to go ahead with sanctioning this work.

MK said the Trust were getting a grant for cleaning materials but wasn't sure how this worked, she would find out and let the HMG know.

Events:- GD highlighted that Hall Administrator gets e-mails, messages and instructions from various member of the committee one point of contact needs to be established between events committee and administrator.

Catering / Housekeeping. No immediate problems that are outstanding.

Users update: - BD still looking for recruits. CD requested a large cork notice board for bar notices. RMCD will donate. MH said she had distributed an e-mail to Trust Directors and HMG members requesting that they bought another display cabinet between them. The one presently in the Hall was purchased by the Arrochar, Tarbet & Ardlui Heritage Group and the Arrochar Running Club at a cost of £180. The reason for the cabinet is she has been offered various badminton cups from a local resident. These cups display names of previous winners which is valuable in the terms of our social history. It was approved at

the table that the HMG Group would purchase the cabinet.

6. **AOCB**:- None

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

26th June 7pm – review of HMG ToRs.

3rd July 7pm – Meeting with Trust re Review of ToRs

14th July 2pm – HMG meeting.

17th July - feedback from Trust.