

MINUTE OF A Meeting of the Arrochar and Tarbet Community Development Trust Hall Management Group held on Tuesday 14th July 2015.

1. **Attendance:** Retta Deerin, Gill Dunbar, Mary Haggarty, Sue Henderson (*chair*), Gillian McGlone, Stephen Mackenzie (*minutes*)

2. Apologies, Introduction

Shaline has moved away and therefore has resigned from HMG, a vote of thanks was given to her for her endeavours and best wishes for the future.

New member Gillian McGloane was welcomed to the committee.

3. Previous Minutes and Matters Arising

—Fire training: awaiting community fireman to advise. **Action: MH**

—Pensions: SH following up the issue of workplace pensions.

—SH will draft procedure for hiring bands in future.

—HMG had a desire for more events in the future like the Playgroup Diamond and Cash Night.

—*Document relating to Hall becoming independent of Trust*; tabled at last Trust Meeting. No further action for now.

—*Personal License*: SH has done her personal license training, at Trust table no issues raised but subsequent issues raised by Trust at EHMG meeting 3 July.

—Gillian offers use of till left in old craft shop. SM will check it will be suitable.

The previous minutes were proposed by Mary Haggarty, and seconded Gill Dunbar.

4. Reports

4.1. Finance

Quarterly figures attached to this minute.

Gill Dunbar proposed as Hall Management Committee treasurer, by Retta Deerin seconded by Mary Haggarty, no objections.

SM will do day to day book keeping, Gill will keep the accounts using SAGE. SM and GD to work out a *modus operandi* between them.

4.2 Admin

HMG Terms of Reference (TORs): New HMG TORs were produced by the Trust. HMG to look at these and see if they are any issues to query with Trust. It was noted that 2 Trust Directors to be nominated to HMG, but up to Trust to appoint them. Still a need for new members of HMG. GMcG asked for clarification as to where HMG fits in with all other groups in village. [Post meeting HMG raised some issues which SH would take to Trust but in general happy to go with TORs Trust has provided.] **Action: Diagrams of the Trust and the HMG to be drawn up by MH.**

4.3. Events

SM presented a list of upcoming events (including larger meetings).

August 15th wedding reception. Some discussion of getting local young people to help. Pay them in iTunes, Amazon vouchers. *etc.* Some discussion of minimum age—agreed on at least in second year at high school. **Action: GM to discuss with the kids**, and if they're interested to approach Stephen at the Hall.

GalaFest: SM will help with stage and sound during the day 1st August and help Friday night to set up. A final Gala Committee meeting will take place on 29th July, SM will attend for any last minute alterations.

Mull Theatre: Some contact (Asking for numbers of posters) but no sign of publicity happening yet.

Action: SM to contact COMAR and see what's happening.

Suggestion for future events included reviving "Arrochar's Got Talent" and having a "Great Village Bake Off".

Future Functions: A proposal was made of letting people use the hall similarly to the way Cove Burgh Hall works; a party would take key from a key-bearer, then party would be left alone for event, a key-bearer returning at end to make sure everything was OK. This to make people feel a little more responsible for themselves. Some support was expressed for the idea, but some reservations as well. It was also suggested that GM and SM could work together with regard to future events. **SM and GM to discuss concepts further and return to future meeting.**

4.4. Catering/Housekeeping

Nothing to report.

4.5. Users

Playgroup suffering from low numbers; various ideas have been mooted but no decisions made as yet. Possibly run one session a week and have more organised activities.

5. AOCB

5.1. EGM

Matters arising from the recent EGM of the HMG:

—Financial expenditure limit of £500 for purchases more practical than £100 but this differs from TORs. **SH to raise at the next Trust meeting.**

—*Pit Stop Loan*: minuted on 15th October [2014] that the loan was made and would be repaid in "late summer/autumn".

—Anonymous complaints not received yet.

—SH produced a Policy and Procedure regarding complaints and has asked HMG to comment on this prior to her taking it to Trust for approval. Post meeting - HMG happy with P&P and SH to take to next Trust meeting.

5.2. AOB

—*Ideas to "get people in"*— library, good quality kids and adults books. People borrow books in return for donation, books only brought out for coffee morning.

—*Coffee Mornings*: coffee mornings have been in decline. Proposed to tie Coffee Mornings to specific events, maybe once a month, with a theme, e.g. car boot sale, toy swap, plant sale etc. General agreement with this.

—Suggestion to put out baskets of fruit and veg from hall once or twice a week, with an honesty box. Demand for fresh fruit and veg in the village but remaining shop not providing. Concern expressed over waste. Possibly surplus could go to the Pit Stop.

—Need for more activities for the local children and teenagers over the summer. Possibly film nights?

—*Fireworks* will need to be organised.

—*Water charges*: Business Stream want to fit a water meter and charge hall for water and sewerage, Hall is not eligible for exemption because it holds a permanent alcohol licence. Not clear yet how much it will cost. HMG decided it was preferable to keep alcohol licence and pay any Water charges. **SH will inform Trust.**

—*Bar Stock*. Some out-of-date stock is now very out of date. Committee did not object to writing off the out of date stock.

—*Flower Beds*. A vote of thanks given to Iain and Rhona Dick, Chris Fowler, and Shaline Groves for their hard work in the flower beds recently. **SH to arrange a suitable thank-you gift.** GMcG suggests planter competition between different hall groups, to brighten up Hall area and ultimately the villages. Info to be sent to User Groups to see if there is any interest.

6. Date and time of next meeting: The next HMG meeting to be held Tuesday 18th August 2015 at 2pm in the Three Villages Hall, Arrochar.