

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Friday 12 May 2017, at the Three Villages Hall.

MINUTE

1. Attending

Retta Deerin (*chair*), Barry Dickson, Gill Dunbar, Catherine Driscoll, Mary Haggarty, James Kelly, Ronnie Macdonald, Stephen Mackenzie (*minutes*), Phil Startin, Colin Williams.

Retta announced before beginning the agenda that Sue Henderson had resigned from the Hall Committee; and Retta would be chairing the meetings in the interim while things were being reorganised.

The Committee extended their thanks to Sue for her work of the last couple of years. Retta introduced the new members of the committee: Catherine Driscoll (who would be taking over as Premises Manager), Ronnie MacDonald and Colin Williams.

2. Apologies. Declaration of interests

Mark Sutcliffe. No interests declared.

3. Previous minutes and matters arising

Wifi: Pit Stop have agreed to get their own wifi after it proved to be impossible to connect the halls wifi to the cafe.

Catering Invoices situation was improved.

Bank: issues still going on.

Electricity: pending, no response from broker as yet.

Data protection, no update by time of meeting.

The minutes were proposed by Gill Dunbar, seconded by James Kelly.

4. HMG membership and roles

New recruits: looking for more yet. A variety of roles to be filled, important to share the work. A list of roles to be circulated in due course.

5. Reports

5.1. Steering Group Report: PS reported. Meeting last week. Awaiting building work schedule from SH. SM overworked, costing report postponed until later in the summer. No decisions made. GD suggested hiring an intern to deal with the diary work.

5.2. Trust Meeting Report: No Trust meeting this week, postponed. RMcD still on trust until November, representing HMG and Community Partnership until that time.

5.3 Finance: Excel figures this month as SAGE is yet to be updated for the new financial year. Opening balance 38,258.07 closing balance £34,956.35. Outstanding invoice were £3,095.50. Purchases were large because cafe bills for February and March had been paid all at once. Bar purchases also substantial because of the large order made by Tom Ireland.

5.4 Admin

Pensions: workplace pensions now organised.

Hall Lighting: HMG agreed that Geoff Logan be asked to replace the high lights in the main hall with LEDs.

Evening cover to be organised to relieve SM from doing so much of it.

5.5 Events

Organised for “Shark Sandwich” concert [*the following night, the 13th.*]

Catherine Driscoll introduced, will be new premises manager. Sue Henderson had reported that a recent licensing inspection visit had raised no issues.

5.6 Catering/Housekeeping

Invoicing from Pit Stop now working. Still some issues surrounding the new arrangements for the Lunch Club however.

Maintenance list, Mary Haggarty to review.

5.7 Users Update

Some discussion of upcoming tennis lessons.

6. AOCB

None.

7. Date and time of next meeting.

Monday 12th June at 7pm.