

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Tuesday 16th August 2016, in the Three Villages Hall.

MINUTE

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

2. Apologies— Jim Kelly, Melanie Tonks, Gillian McGlone.

3. Declaration of interests— none received.

4. Previous minutes and matters arising

Savings Account: Has been in contact with bank again *re.* new account, but no progress.

Boiler: Jimmy Kelly had intimated that no service contract yet. Chasing Macleod's on the matter.

Pit Stop: Invoice for July had been received with another payment of £1,000 towards the loan, leaving a balance of £3,000 to be paid.

Bake Off 2016: SH will organise this year's Bake Off for the 12th of November.

WIFI access: SM explained that he had discovered that there were many web pages stating that providers of public wifi had to comply with certain laws (see appendix below), including keeping a record of users and things accessed, which was impossible with the current router. The committee agreed in principle to buy a new, more capable router. **SM to show what he intended to purchase before doing so.**

Finance: SH explained the Trust wanted cumulative income and expenditure figures from the beginning of the year, plus monthly income, expenditure and bank balance. **SH to request trust figures.**

National Park had now quit the classroom, only job left to do was some repainting.

Computers: thanks to David Burley for upgrading the computers to Windows 10. **SH to get a small gift for DB.**

Dance Class: SM had emailed them with the committee's offer but had not received a reply. **SM to contact.**

Trust Representatives: SH unable to ask about Trust representatives at HMG because the last meeting of the Trust was not quorate.

Gym: no noticeable increase in gym use so far.

The previous minutes were proposed by Gill Dunbar and seconded by Retta Deerin.

5. Reports

5.1. Finance

Small increase in bank balance in July. Some maintenance costs included things that possibly shouldn't be classified as such, *e.g.* water rates. GD to discuss with Heather Young when she returned.

Heather Young to be invited to next HMG meeting to discuss the latest accounts.

GD gathered that Pit Stop was VAT registered. No proposal to increase the Hall's charges because of this. GD proposed that Hall's catering services be put out to tender. GD would like to write to Mark suggesting that Hall should tender its catering to local businesses. **Agreed for GD to draft a letter for approval.**

5.2. Admin

Electricity: Quotes from Glasgow Peoples Energy were discussed. No immediate need to renew contract, not due to expire until next February. Agreed to postpone discussion.

ASCO: After a recent fire system service, ASCO proposed installing new emergency light batteries, **SM asked to inquire about total cost of installation.**

5.3. Events

SM shared the latest events list, and there was also some discussion of a revised pricelist with the reappearance of the classroom. **SM to email his draft to the committee.**

5.4. Catering/Housekeeping

Not discussed.

5.5. Users Update

Not discussed.

6. AOCB

MH raised the possibility of installing a cabinet for the hill race trophies, in hall reception. **Agreed in principle, MH to investigate possible cabinets, etc.**

SM asked for the last week of September off, this was agreed.

7. Date and time of next meeting.

It was agreed that the next meeting would be held on Tuesday 20th September at 1030 at the Three Villages Hall.