

# Arrochar and Tarbet Community Development Trust

## HALL MANAGEMENT GROUP

### MINUTE

A meeting of the Hall Management Group was held on Tuesday 20 December 2016, at 10.30am, at the Three Villages Hall.

**1. Attending:** Barry Dickson, Gill Dunbar (Treasurer), Mary Haggarty (Users, Community Council Liaison), Sue Henderson (chair), Jim Kelly (Fabric), S Mackenzie (minutes).

### 2. Apologies. Declaration of interests

Apologies from Retta Deerin. No declarations made.

### 3. Previous minutes and matters arising

*Boiler Maintenance:* no further action had occurred.

*Wifi:* new access point delivered but not installed yet. Turns out to be a little more complex to use than thought. SM to set it up as a clone of the existing wifi for the time being. Committee agreed to install the access point in the cinema cupboard. [*This was done just before Christmas.*]

*ASCO:* had serviced fire alarm but hadn't succeeded in changing the emergency light batteries; had the wrong kind. Will be back in the new year.

*New Booking form:* Draft distributed for comments. Agreed for SM to revise and send to Group for approval by email.

*Web hosting:* meeting with F Butcher had taken place. SM to create account to transfer domains, contact Red Paint Media about website and email, etc.

*Trophy Cabinet:* Dawn Gourlay will order early in new year. JK agreed to help install.

*Events Committee:* Still not clear to HMG what arrangements are either specifically for Burn's Supper or in general.

*Business Plan:* SH apologised for not producing plan yet, pressure of work etc. had prevented it.

The previous minutes proposed by: Gill Dunbar and seconded by Barry Dickson.

### 4. Reports

#### 4.1 Finance

Opening balance of £30,105.19. Closing £29,887.15. Actual balance on day of meeting was £31,414.08. Commercial room hire slightly down on previous year but several invoices have been paid which will go onto December's figures. No catering invoices have yet been received. A new form has been produced for catering orders and Colin Adams will take over the production of invoices. Outstanding invoices over 30 days down to £1,345.

*Water:* Business Stream have announced that they are not, after all, our suppliers and refunded all payments made. [*This hadn't been received by the time of this meeting.*] It appears a company called Amieira has been appointed as our supplier. Not clear if this applies to Hall or Hall and Cafe together. Matter has been raised with Cllr. Freeman. *Agreed to monitor situation.*

*Fabric Fund/Bank Account:* Trust says fabric fund should be £20,000 last year and adding £3,000 each year (i.e £23,000 in total by 31st March 2017). Noted that the building was guaranteed for 10 years. Continuing difficulty in actually opening another account meant that *the HMG agreed to ringfence the money for now and treat it as restricted funds.*

Agreed to write letter to Bank and Bank Ombudsman complaining about the absurd situation that the HMG (and indeed the Trust as a whole) find themselves in. *Action SH and GD.*

#### *4.2 Admin*

Nothing to report that hadn't been covered in Matters Arising already.

#### *4.3 Events*

Galafest have picked September weekend again for 2017; Saturday 23rd September. Children's cinema reportedly went well, but wasn't very busy.

#### *4.4 Catering/Housekeeping*

Nothing to report.

#### *4.5 Users Update*

Dance school concerned that numbers were dropping, but continuing for now. Gym not being heavily used.

### **5. AOCB**

*Insurance:* concern over what cover there was for volunteers in the insurance, especially older ones. [SM checked policy after meeting and cover for personal accident appears to only go up to 85 years of age.]

*Bar Cupboard Keys:* this had been raised at the last Trust meeting. There are only three keys and the spare is kept in a secure location. This is in order to comply with the terms of premises licence i.e. alcohol must be securely stored.

*Christmas Bonuses:* SM recused from the meeting while Christmas bonuses were discussed.

### **6. Date and time of next meeting.**

Next meeting will be held on Tuesday 17 Jan 2017 at 1900 at the Three Villages Hall.