

Arrochar & Tarbet Community Development Trust

Hall Management Group

Meeting of the Hall Management Group was held on Friday 24 March 2017 at 1030 in the 3V Hall, Arrochar.

1. Attendance and apologies

Attending: R Deerin (Secretary), G Dunbar (Treasurer), S Henderson (HMG Chair/Minutes), B Dickson, M Sutcliffe (Trust Chair) and P Startin (Trust/Finance)

Apologies: M Haggarty and S MacKenzie (Minutes Secretary)

2. Declaration of interests – No declaration of interests.

3. Previous minutes & matters arising

WIFI - SMacK has just received a new router and waiting to install and has been pricing fibre broadband.

Action: SMacK

Catering Invoices – still having problems and awaiting February invoices. PS stated that this should be sorted once Hall/Pit Stop process meeting strategy implemented.

Bank – GD reported that this matter is ongoing with Duncan MacLachlan (Trust) and herself actively pursuing RBS.

Action: DMacL/GD

Electricity – seek clarification if documentation from new supplier received.

Action: SMacK

No More Excuses/Over 55 exercise class – These classes to be incorporated into Hall calendar.

Action: SH

No Ball Games sign – Made up and in situ.

R Deerin proposed the minutes and G Dunbar seconded them.

4. Reports:

4.1 **Finance** - GD reported that the £2000 remaining on Pit Stop loan had now been received and a copy of the current accounts were handed to all present – GD stated that currently the Halls Bank Account is currently £31800.15 (£31288.53 previously).

4.2 **Admin** – SH reported that dates had been received to a new Yoga Class and that in future all Private meetings and/or functions would be incorporated into the Halls web calendar.

4.3 **Events** – MS received an update from Lily Mackay (Events Director) stating that everything appeared to be going well for the 8 Apr concert. GD expressed concern at the lack of communication to the HMG regarding band costs and floats, although it is believed that the Events Committee would be having another meeting prior to 8 Apr and hopefully these matters would be clarified.

4.4 **Catering/Housekeeping** – SH stated that she, GD and SMacK has recently completed a maintenance/query list externally and internally round the Hall and handed out copies. SH explained that this would be a working document with updates/amendments where and when required. GD stated that MH would liaise to get some of the external work completed via her contacts free of charge.

4.5 **User Updates** – Nil

5. **AOCB**

MS stated that he was concerned that he could not find and recent policy/health and safety documentation for the Hall. RD stated that all policy documentation was in the volunteer folder held at the front desk and that she had reviewed this documentation last year. MS explained that an aspect of the documentation was the Data Protection Policy which had not been registered with the Information Commissions Office and that he intended to register the Trust/Hall together.

SH asked if VAT that the Pit Stop charges for catering was identified on Halls invoices. GD stated that it was not. SH said that she would check with HMC&E to see if it should be itemised separately.

Action: SH

PS stated that it was his intention to set up a 3VH Steering Group with various responsibilities. HMG thought that this was a duplication of effort and surplus to requirements but agreed to initially participate.

6. **Date & Time of Next Meeting**

It was agreed next meeting would be Tuesday 18 April at 1900.