

# Arrochar and Tarbet Community Development Trust

## HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Thursday 26th July 2018, at the Three Villages Hall.

### MINUTE

#### 1. Attending

R Deerin (Chair), B Dickson (Hall Users), C Driscoll, G Dunbar (Treasurer), M Haggarty, S Mackenzie (minutes); Heather Young.

#### 2. Apologies. Declaration of interests.

No apologies received or declarations of interest made.

##### 2.1. Extra item: Water bills.

The chair explained that HY had joined the meeting to explain some financial problems the Hall has. HY explained there had been a mix up between the Halls' commercial water account and the Pit Stop's. £7,431.21 outstanding to Clear Business, dating back to 2016.

Hall has paid £670.11 of the Pit Stop's water bill to Business Stream. PS has paid £2,000 of the Hall's to Clear Business, leaving £5,431.21 to pay!

Agreed to "swap the debts" and take the balance owed off the PS loan, the HMG will notify Trust and Pit Stop of this. [*Action GD to write letter.*]

Agreed that the hall has to pay the outstanding amount to Clear Business Water, but asked HY to negotiate to reduce the amount to be paid if possible.

Noted that it was not by the error of the Hall Management Committee that this had happened. Noted that the Hall can't use the charity exemption scheme because of the permanent alcohol licence.

The Chair thanked Heather Young for attending the meeting and explaining the situation, and for all the other work she does for the Hall Management Committee.

[Heather Young leaves c. 5.30pm.]

### **3. Previous minutes and matters arising.**

*Defib* pediatric pads purchases, Heart Start course organised for 2pm to 4pm 23rd August.

*Policies* have now all been reviewed. Booking form to be revised to include questions ensuring people have appropriate paperwork for working with vulnerable persons. The chair thanked Fiona Miller for her assistance with this.

*War Memorial storyboard* still being stored in hall; MH reported that CC were waiting on plinth being installed and statue arriving.

*Extra employee:* plan to employ an extra person part-time suspended due to lack of money, and relative lack of workload.

CD proposed the minutes and GD seconded them.

### **4. Reports**

#### *4.1. Trust Meeting Report.*

No report. Training meeting held with DTA-S.

#### *4.2. Finance.*

GD reported small decline in bank balance. No invoices had been received from the Pit Stop, an estimated £1,300 owed there. Proposed cutting the catering money back to £4.50 a person given the water situation.

#### *4.3. Admin.*

A Velux window has stuck in the hall. [*It was stuck due to the heat that day but maintenance is still required.*] Agreed to organise maintenance.

SM will do gym inductions again as SS has unfortunately started charging for doing inductions.

#### *4.4. Events.*

*Feis Fhoirt concert* only had two people attending but had been treated as a straight hall hire, so no loss to the hall. No more hall events booked at the moment. Galafest coming up in September. Discussion of how to attract people. No firm conclusions reached.

#### *4.5. Catering/Housekeeping.*

Nothing to report.

#### *4.6. Users Update.*

BD had been asked if Martha Kelly had been thanked for all she did for the hall, RD assured him that she had written to her.

### **5. AOCB.**

Nothing to report.

**6. Date and time of next meeting.** Wednesday 29th August, at 4.30pm in the Three Villages Hall.