

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Friday 3rd November 2017, at the Three Villages Hall.

MINUTE

1. Attending. R Deerin (Chair), G Dunbar (Treasurer), B Dickson, R McDonald, S Mackenzie (Minutes).

2. Apologies. Declaration of interests: Mhairi Cadie. No declarations of interests.

3. Previous minutes and matters arising.

CMC had done electrical survey, everything was found to be in good condition apart from the car park lights. Geoff Logan arranged for week commencing 13th November to put up temporary lighting.

Minutes were proposed by G Dunbar and seconded by R McDonald.

4. Hall, Trust Meeting, 2 November 2017—this meeting was cancelled. Rearranged for Tuesday 7th November @ 7.30pm.

5. Reports

5.1. Trust Meeting Report. No report received but SM had received Trust minutes for website and noticeboard.

5.2. Finance. GD presented finance reports for September and October. September opened with a balance of £37,584.55 and closed at £35,041.33, October opened £35,041.33 and closed at £35,484.39.

Concern was expressed over the way a large number of this year's beer festival glasses had not been used. It was agreed to produce purchase

request form to prevent similar future occurrences; any request to spend hall money must be passed by Hall Management Committee first.

Also noted that a number of new keys had been purchased.

GD will be working with Heather Young to correct errors in SAGE.

Concern expressed that hall income was dropping and that the events were not bringing in large amounts of income. Wedding receptions were discussed as a possible source of extra income.

5.3. Admin SM reported that both the meeting room and whiteboard projectors were out of action. HMG agreed to replace the meeting room projector with a new model and replace the blown bulb in the current whiteboard projector.

Also noted that Affinity Trust have booked monthly meetings until September 2018 and ABC's Matching Panel until next December 2018.

5.4. Events. SM ran through list of events; no questions. Galafest Committee were proposing a family ceilidh between Christmas and New Year, not confirmed yet. Not all beer festival sponsorship received yet.

5.5. Catering/Housekeeping. GD had written to the Pit Stop Trading Company, and their reply was circulated. Necessary to stick with paying the current rate of £5.50 for now. However the committee agreed to review options for the future.

5.6. Users Update. None.

6. AOCB. *Car Park Signs;* SM to draft some possible signs for the next meeting. *Rotas and holidays,* SM to provide copy of his lieu and annual leave spreadsheet to RD for checking.

7. Date and time of next meeting: Friday 8th December at 10.30am at the Three Villages Hall.