

# Arrochar and Tarbet Community Development Trust

## HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Thursday 7th June 2018 at the Three Villages Hall.

### **MINUTE**

**1. Attending.** R Deerin (chair), B Dickson, C Driscoll, G Dunbar (treasurer), M Haggarty, J Kelly, S Mackenzie (minutes).

**2. Apologies.** Declaration of interests.

No apologies received by time of meeting. No declaration of interests.

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

The minutes were proposed by G Dunbar, and seconded by M Haggarty.

### **4. Reports**

#### *4.1. Trust Meeting Report*

Nothing to report.

#### *4.2. Finance*

GD reported opening balance for May was £27,593.41, closing at £31,806.18.

The meeting agreed in principle to consider employing an extra member of staff to help with extra bookings, possibly a 16 hour a week part time job. Details to be discussed over the summer for possible start in the autumn.

#### *4.3. Admin*

SM reported that a certain club had refused to pay their full bill to represent lost income after a volunteer had failed to open the hall. The committee decided that as the club in question was being charged the community rate there was no question of making a profit and would have to pay the remainder of the bill. Chair to write a letter to the club in question.

Senior exercise class was having difficulties with income and had tried to hire the hall for half the community rate; the hall committee agreed that this would not be appropriate and the rate of £10 per hour for the hall would have to be paid. Classroom would be offered as an alternative.

It's possible a new yoga class may be starting soon, arrangements to made.

Some new accessibility signage had been installed.

#### *4.4. Events*

Very busy events season was coming to an end, with only the blues concert left to go. Ticket sales were low but SM hopeful that a small number people would attend.

*Rock on the Loch*: the final concert had low numbers. Jeff disappointed and is not minded to do any more. £120 short on tickets this time; bar made around £170 profit, so a net benefit of approx £50 to the hall ignoring overheads.

Other forthcoming events were reviewed.

#### *4.5. Catering/Housekeeping*

Coffee Mornings; a request for new volunteers will be put out.

Reported that significant quantities of crockery and cutlery are missing.

Noted that April's catering bill had been paid but the cheque had not cleared.

Also invoice for May's catering had not been received.

#### *4.6. Users Update*

Noted that the main hall PA was being used without permission and the committee decided that it must be explicitly hired out in future. Also noted that the hall administration office was out of bounds and should not be used by any groups.

## **5. AOCB**

*Wedding fair*: "Bridal Atelier Tarbet" looking for new premises, committee agreed to leave matter open until the autumn.

*Defib.:* there had been a visit from Sheenah Nelson who had asked if the hall had pediatric pads or when the last refresher course had been. Agreed to purchase pediatric pads and organise a refresher course.

*Health and Safety/Policies.* Review process on going. SM will be meeting with Caroline Kelly and committee members will be reviewing policies.

*War Memorial Display:* may be necessary to store the new storyboard for the war memorial in the hall for a while.

**6. Date and time of next meeting.** Wednesday July 26th at 1630.