

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Thursday 8th March 2018, at the Three Villages Hall.

MINUTE

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

2. Apologies. M Cadie, R Deerin, L Mackay; *Declaration of interests.* None.

3. Previous minutes and matters arising

FINANCE. There was no error in categories last month after all. Burns Night bar made a profit of £134.30. Ticket income was £405. No Burns Night invoices received yet. HMG noted their disappointment about this. Further discussion of loan to Pit Stop. Concern expressed that no agreement had yet been provided and that the management of the Pit Stop had diverged from what had been agreed.

BUSINESS STREAM. The invoice has now been paid. The hall is, de facto, a Business Stream customer again.

Proposed by G Dunbar seconded by M Haggarty.

4. Reports

4.1. Trust Meeting Report

Not discussed.

4.2. Finance

No bank statement had arrived because of snow. Opening balance of £36,803.65 closing balance of £30,875.57. Room hire commercial was up again. No questions.

4.3. Admin

Water heaters in the toilets are faulty and need replaced. The meeting agreed to take Fusebox Electricals' bid as the lowest. Also agreed to add replacement of a hand drier that has also broken in the meantime. Action: SM.

4.3.1. Staff contracts and line management

Clarification required over Hall staff contracts and line management. RMCD to raise the issue at the next trust board meeting and ask for clarification.

4.3.2. Allocation of responsibilities for HMG members ("sharing the load")

Not discussed.

4.3.3. *Holiday cover.*

To be discussed later.

4.4. *Events*

Events list discussed. The hall is busy, with a lot of things booked for weekends.

Concern over a lack of bar volunteers. Agreed to advertise for bar volunteers on the website.

Concern over the events left behind by the now defunct Events Group. Agreed to review all events and consider cancelling any that might not be popular enough to make money. This following the jazz concert in February, that made less than £50.

Concern expressed on bookings being “written in” to the diary without discussion or proper booking form. Agreed to keep diary off the reception desk when staff not present and to put a note reiterating that a proper booking form must be completed and the booking accepted by hall administration before the booking counts.

4.5. *Catering/Housekeeping*

Nothing to report.

4.6. *Users Update*

“Rumours of our demise have been greatly exaggerated.” BD reported to the meeting that a rumour was going around the village that the Hall was going to close in October. Agreed that this was entirely untrue and that a rebuttal should be published on the website and Facebook page.

5. AOCB.

Wedding Brochure. draft presented. agreed; £1,000 for bookings hereon, no individual recommendations. Cleaning on Sunday will be included from now on. Deposit to be taken against damage or mess.

Web Site. Noted that not clear who is in charge of web site at the moment. Meeting agreed that SM should be in charge from now on with assistance from others as required.

Trust Minutes. MH had asked for clarification of the Trust policy on minutes and received a reply stating that the Trust minutes were “internal documents” and not required to be published, but could be shared with the HMG “a sub-committee with a special interest”. HMG agreed that commercially sensitive material could not be published, but considered the Trust minutes as a record of the activities of the Trust that should be available as the HMG and Community Council minutes are.

6. Date and time of next meeting. Wednesday April 11th 2018 at 5.45pm in the Three Villages Hall.