

Arrochar and Tarbet Community Development Trust

Hall Management Group

Meeting of the Hall Management Group was held on Tuesday 16 February in the 3V Hall.

1. **Attending:** Sue Henderson (*Chair*)(*Minutes*), Mary Haggarty, Retta Deerin, Gill Dunbar, Barry Dickson.

2. **Apologies:** Stephen MacKenzie

3. **Previous minutes and matters arising**

Duncan Murray needs to be amended to read Douglas Murray

SH to check with Gillian McGlone to find out if the playgroup are purchasing a Bouncy Castle.

RD has contacted Andy Downs and the problem is finding people to organize Film Nights.

SM to confirm whether he has arranged First Aid and defibrillator training.

RD working on Emergency procedure action plan.

SM to confirm whether he has opened a Brakes account.

Previous minutes proposed by Retta Deerin, Seconded Mary Haggarty.

4. **Declaration of interests** – Each HMG member agreed that there was no Declaration of interests

5. **Reports**

5.1. *Finance:* A big thank you to GD and Heather Young for all their hard work in producing Gill's first sage report – with which there was no issues.

5.2. *Admin:* SM produced a letter to send out to the Scouts with regard to several issue - HMG thought that this letter would be better from the Hall Chair. **Action: SH/SM**

5.3. *Events:*

Cinderella Rockerfella (23 Mar): Clarification sought as to ticket prices and where tickets are being sold. SH told HMG that any monies raised would be ring-fenced for organizing something for the Primary School children during the summer holidays.

Gnoss (1 Apr): SH stated that Gnoss were looking for accommodation. HMG agreed that SM to book Arrochar Hotel. **Action: SM**

Beer Festival (16 Apr): SH sought approval from HMG to buy the minimum order of 250 glasses and this years theme will be East and West Coast Lines and that charity buckets would be put out for MND Scotland – HMG all agreed . SH said that she would contact the Community Advertiser to try and put an advert in. SM to contact Finola with the possibility of organizing some entertainment for the Beer Festival. SH stated that Stuart Greenwood would be helping to organize this event **Action: SH/SM**

5.4. *Catering, Housekeeping*: GD stated that there was a problem with the heating and had asked SM to get a quote to get it fixed. She was also surprised that there did not appear to be a maintenance contract for the heating system. SM to check what, if any, maintenance contracts the Hall had. **Action: SM**

5.5. *Users Update*: Nothing to Report.

6. BUSINESS CASE FOR HALL INDEPENDENCE

SH stated that at the last A&TCDT meeting the Duncan MacLachan suggested that HMG produce a Business Case for the Hall's independence from the Trust. SH stated that she would produce a document and pass to HMG for approval. **Action: SH**

7. SH stated that someone would like to have a look around the Hall with a view to booking it but it was in the Saturday evening, and she was not sure of the date. HMG agreed that this should be rescheduled for a more suitable time. **Action: SM**

8. AOCB

RD suggested that 3 Villages Hall put an advert in the Community Advertiser. HMG agreed that this was a good idea. **Action: SH**

BD stated that there was a problem with a Zumba not tidying up and overrunning SH said that she would speak with Lynn Nicolson. **Action: SH**

9. Date and Time of Next Meeting.

It was agreed next meeting will be held on Tuesday 22 March at 1030.