

Glenfarg Village Hall
22 August 2018

<u>Agenda Item</u>	<u>Minute</u>	<u>Action</u>
<u>Present:</u>	Cedric Wilkins, Kerry Davidson, Mac Stewart, Robert Morton, Christine Morton, John Armstrong, Robin Watson, Jean Andrew, Jim Eodanable, Gillian Forbes, Hazell Allan, Tanya McKibbon, Ross Blaikie, Kareen McGregor	
<u>Apologies</u>	Mark Crossey	
<u>Minutes of previous meeting</u>	<ul style="list-style-type: none"> Minutes of previous meeting (14 March 2018) approved. 	
<u>Matters arising</u>	<ul style="list-style-type: none"> Date of Tim Corcoran standing down as Property Convenor and John McKibbon being elected was incorrectly noted in Chairman's report. The correct date was 6 December 2017. 	Mark
<u>Hall Keeper's report</u>	<ul style="list-style-type: none"> Tanya outlined details of invoicing for the period 1 Jul-30 Sep 2018. Confusion over £10 charge for bouncy castle at the Village Fete. John Armstrong will discuss this with the Fete committee. A complaint was received over the cleanliness of the kitchen. Recurring problem with users not cleaning up after use. If identified, users will be charged for additional cleaning costs. 	John
<u>Treasurer's report</u>	<ul style="list-style-type: none"> Robert to discuss with Mark the need for coffee lounge takings to be counted and signed for when taken to the shop for storage in the safe. Rents for period were £2,750, income from coffee lounge £706.30 for 27 sessions. Power used per the last invoice looked much lower than the high price discussed at the last meeting. Coffee lounge running expenditure includes a £30 write-off which was a shortfall in the cash takings when counted, this may be due to people wrongly including the cash float as takings. Cleaning costs included £50 for garden refuse bin licences and £65 for emptying the recycling bins. Overall loss of £3.98 for the period. Following change in Treasurer and Secretary, signatories will have to be changed for bank account. Jean to organise. 	Robert / Mark
<u>Secretary's</u>	<ul style="list-style-type: none"> Kerry suggested compliance with GDPR 	

<u>report</u>	regulations be looked at.	
<u>Property Convenor's report</u>	<ul style="list-style-type: none"> • Fire extinguishers – quoted £30 + VAT for inspection. Robert to organise for this to take place. • The electrics in the kitchen need to be inspected by a qualified electrician to ensure safety. John will organise. • Stickers for the garden waste bin have been organised and should arrive shortly. Need to be renewed every year. • John A will arrange to meet with Tim for all paperwork to be passed on together with the master key. He will also meet John M to discuss any issues he was aware of. • Tanya to ensure hall letting terms & conditions highlight that people bringing electric equipment into the hall do so at their own risk as items may not be PAT tested. • It was agreed that £588 to be spent on repairing brickwork by window sill in meeting room. Work to be undertaken shortly by Restoration & Renovation. 	Robert John John / Gillian John Tanya / John
<u>Reorganising the Charity</u>	<ul style="list-style-type: none"> • Reorganisation to a SCIO was approved at AGM. • Sub-committee to project manage the change – Robert, John, Ced and Hazell. • Other members can be seconded as their expertise is required. 	
<u>Proposed Hall Development: Business Plan</u>	<ul style="list-style-type: none"> • Ced has prepared a business plan for the Schoolhouse should the hall be successful in purchasing it. Ced invited comments from the committee and wider community. Ced will make the plan available for comments. 	Ced
<u>AOB</u>	<ul style="list-style-type: none"> • Hazell suggested setting up a Dropbox for document sharing. It was agreed this would be very helpful. 	Hazell
<u>Dates of next meeting</u>	Date of next meeting: Wednesday, 28 November 2018 <u>at 7.30pm.</u>	