

**Glenfarg Village Hall**  
**14 March 2018**

<b><u>Agenda Item</u></b>	<b><u>Minute</u></b>	<b><u>Action</u></b>
<u>Present:</u>	Cedric Wilkins, , Jean Andrew, Mac Stewart, Mark Crossey, Kate Armstrong, Robert Morton, John Armstrong, Jim Eodanable, Robin Watson, Christine Morton, John McKibbon	
<u>Apologies</u>	Kerry Davidson	
<u>In attendance</u>	Tanya McKibbon, Kareen McGregor	
<u>Minutes of previous meeting</u>	Minutes of previous meeting (6 <sup>th</sup> December 2017) approved.	
<u>Matters arising</u>	The gate has been sorted but the spring needs removing. The latch on the Main Road gate needs attention The Public Entertainment Licence has been received and placed on display on the noticeboard.	<b>John M</b>
<u>Hall Keeper's report</u>	Tanya reported that rentals were up on last year. Tanya reported that the floor of the hall had been polished and would be retreated during the Easter holidays	<b>Tanya</b>
<u>Secretary's report</u>	No report but Ced reported on correspondence from the Trustees Link Corporate Trustees which requested information about committee members	
<u>Property Convenor's Report</u>	Tanya delivered a report on behalf of John McKibbon. A number of matters had been dealt with. The leak in the meeting room was a small one and resulted from the combination of high wind and heavy rain. This happened only very occasionally and no remedial action is required. There is work required to reset the window sills in the meeting. The Committee felt this was a job for professional builders and asked if John could obtain some quotations for consideration.	
<u>Treasurer's report</u>	Jean presented figures to March 14. These show a deficit of £480.60. The projection for the full year is roughly for break even as there are invoices to be issued before the year end. Jean has received an electricity rebate of around £1,300. She expressed concern about consumption of electricity in view of the recent price increase	
<u>Review of coffee lounge and</u>	Kate presented a report on the performance of the coffee lounge. This shows a surplus of income over expenditure of £532.26 from commencement to	

<p><u>way forward</u></p>	<p>22/02/18 but this excludes rental. Bakers are now being reimbursed their costs and the new coffee machine is proving a success. Kate regarded the lounge as a sustainable venture and one that is delivering the benefits of reducing social isolation that were among the main objectives of the scheme.</p> <p>It was agreed that accounting should show that the lounge is paying rental and that any surpluses made should be devoted to a programme of replacing around half of the stacking black plastic chairs with new stacking upholstered chairs of the same design as those already acquired for the lounge. Robin is to investigate the cost of framing some pictures of historical Glenfarg, a further ten chairs will be acquired with money from the Lochelbank Fund and other suggestions for improving the ambience of the meeting room will be considered and brought forward for action.</p>	<p><b>Kate and Robin</b></p>	
	<p><b>Proposal to change the Management of the hall to an incorporated body</b></p> <p>A paper was presented by Ced setting out the need for change:</p> <ol style="list-style-type: none"> <li>1. If the Committee wishes to pursue any development of the hall it will be a considerable advantage to have local ownership and control of the property assets, and an incorporated structure.</li> <li>2. There is a need for modern, fit for purpose charitable organisational arrangements to allow future flexibility, and a two tier structure of membership.</li> <li>3. The desirability of additional protections for members of the Management Committee through a more modern incorporated structure such a Limited liability company or Scottish Charitable Incorporated Organisation (or SCIO).</li> </ol> <p>The committee agreed that the proposed change was highly desirable and approved the recommendations made in the paper. A subcommittee was established with John Armstrong, Cedric Wilkins, Robert Morton and Jim Eodanable as members. This committee will meet initially with John Cassells of Business Law to map out what needs to be done and to bring more details (including an estimate of the legal costs) back to the full committee in due course. Ced indicated that he has approached three legal firms and requested fee proposals. Based on a rough fee proposal received from one legal firm it may be expected that fees could run to around £5,000 to complete this work. There may also be costs involved in re-imbursing the Trustees for expenses.</p>		
	<p><b>Proposal from Mark Crossey for acoustic panels</b></p> <p>Mark had prepared a paper outlining why acoustic panel are needed to dampen the noise in the hall. After discussion it was agreed to acquire four panels and to</p>		

	raise the funds required from the Lochelbank/Community Council, Fun Day proceeds, and proceeds from the "Pop-up Pub"		
<u>AOB</u>	There was no AOB		
<u>Date of next meeting</u>	Date of next meeting: Wednesday, 13 <sup>th</sup> June 2018 <b><u>at 7.30pm.</u></b>		