

Arrochar and Tarbet Community Development Trust

HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was held on Tuesday 12th December 2017 at the Three Villages Hall.

Draft Minute

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

2. Apologies. Declaration of interests. R Deerin, M Cadie. No declaration of interests.

3. Previous minutes and matters arising. Car park lights installed and working OK. New projector bought and whiteboard projector has new bulb.

Last month's minutes were proposed by B Dickson and seconded by R MacDonald.

4. Reports

4.1. Trust Meeting Report

No report. Noted that no minutes from the Trust+HMG meeting on November 7th had been received, or from recent Trust meetings. Noted that M Cadie was taking over as HMG chair but no handover had taken over as yet.

4.2. Finance

November opened at £35,484.93 and closed at £35,401.65. Concern remained over a number of unpaid invoices. Some clubs have stopped operating which reduced club income. Further necessary repairs are occurring due to the age of the building. Temporary increase in staff costs because increased pension payments and PAYE contributions. Further corrections applied to SAGE.

4.3. Admin

Car Park Signs: draft version circulated. Some discussion of text. Agreed to find out how much it would cost to install the signs and then make a final decision on wording.

Discussed whether getting a barrier would be practical. Also suggested to make “permission cards” for vehicles permitted to say.

Oban Times Map: agreed not to advertise in next summer’s map.

BT VoIP Phones: BT has been in contact proposing that we switch to internet phones. Cheaper, but a five year contract. Not agreed; only a simple phone line is required.

Africa Project Room Bookings: HMG agreed that not all Arrochar YOUTH fundraising events could be free, details of forthcoming events to be discussed with the group before any decision.

Pigeon Show: M Brown has inquired about running a pigeon show in the Hall in the New Year. HMG agreed this was acceptable.

threevillagesvenue.org.uk domain name is about to expire. HMG agreed it wasn’t needed and not to renew.

Business Stream: has send another demand for payment through a different agency, after being assured that we don’t owe them anything. Action: SM to contact Business Stream again.

Pensions: early notice of an increase in workplace pensions in April 2018 noted.

4.4. Events

Heron Valley ceilidh on 22nd December has been cancelled. Lily McKay has been in touch with SM and the only planned events at the moment are the Burns Supper on 27th January and two concerts later in the year.

4.5. Catering/Housekeeping. Nothing of note.

4.6. Users Update. Nothing of note.

5. AOCB

Booking Forms: HMG agreed that all bookings made at the hall must be accompanied by booking forms so there is a clear record of what is required in terms of space, time and equipment. This includes “internal users” such as the Trust and Events Committee.

6. Date and time of next meeting. The next meeting will be held on Tuesday 16th January at 10.30am in the Three Villages Hall.