

# Arrochar and Tarbet Community Development Trust

## HALL MANAGEMENT GROUP

A meeting of the Hall Management Group was been held on Friday 18th August 2017, at 10.30am, at the Three Villages Hall.

### **DRAFT MINUTE**

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

**2. Apologies. Declaration of interests.**

Colin Williams, Mhairi Cadie, Lily McKay, Phil Startin.

**3. Previous minutes and matters arising.**

The Chair welcomed everyone to the meeting and thanked GD for all her work while she was off.

*Trust:* Noted that some Trust directors not registered with Companies House. “up to them to sort themselves out”. Last weeks meeting wasn’t quorate. Also noted that attempts are being made to rectify the situation.

*Finance:* Hall vs. trust accounts. At the moment the Hall accounts are not included in the Trust accounts, which is incorrect. Heather to clarify for next meeting. HMG would like clear explanation of the situation.

*Bar:* Iain Dick to contact Lynn Nicolson to sort out the renewal of his personal licence. Till not practical due to occasional use. Beer festival, bars.

*Admin:* Caroline Logan to assist with Health and Safety audit of the hall.

*Events:* Clarified that events don’t get charged but the hall benefits from bar and ticket takings. The committee extends thanks to Jeff and Stina for organising the Rock on the Loch events.

*Catering:* Lost a catering client recently. SM asked for clarification. Concern about cost of catering for hall, looking at alternatives to attract more business.

Minutes were proposed by Catherine Driscoll and seconded by Jimmy Kelly.

#### **4. Fabric Fund**

Lack of clarity over the size and function of the proposed fabric fund. Concerned that the fund would become too big and affect hall cash flow. GD had prepared a list of expenditure over the last financial year. Repairs and renewals cost approx. £2,554. Contracts cost around £1,075.

#### **5. Reports:—**

##### *5.1. Trust Meeting Report*

Nothing to report.

##### *5.2. Finance*

GD presented the finance report. Loss for the month, lower income for the summer months coupled with higher costs, including the annual PRS licence and the first quarterly electricity bill...bank balance was £39,732.72 on 3/7/2017 down to £25,206.14 on 28/7/2017.

##### *5.3. Admin*

Hall staff's appraisals have been done. The Hall is now registered with the ICO under the Data Protection Act but the only way to do it was to register for the Trust as a whole. SM to contact electrician re. car park lights, etc. Agreed to get new hall keys cut.

*5.4. Events:* Not discussed.

*5.5. Catering/Housekeeping:* Not discussed.

*5.6. Users Update:* Not discussed.

#### **6. AOCB.**

HMG agreed in principle to install signs for the car park making it clear it was the Hall car park.

**7. Date and time of next meeting:** 29th September 2017 at 1400.