

# **Arrochar & Tarbet Community Development Trust**

## **HALL MANAGEMENT GROUP**

A meeting of the Hall Management Group was held on Tuesday 20 October 2015 at 10.30am in the Three Villages Hall.

1. **Attendance:** Retta Deerin, Gill Dunbar, Mary Haggarty, Susan Henderson (chair), Gillian McGlone, Stephen Mackenzie (minutes), Melanie Tonks.

2. **Apologies:** Barry Dickson.

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

*Band Rider:* distributed to committee. No objections raised. SM explained that it would be amended to be a contract for each specific show.

*School Show:* GMcG explained that hall was to retain profits, to fund future children's events.

*Fireworks:* Move to flat ground requested for safety reasons, just over the fence from last year's site. Gala ok with borrowing stuff. Gala committee to man barbeques. SH to arrange distribution of Fireworks letters to area neighbouring the display. Action: SH

*Finance:* Wrong dates on last month's treasurer's report! Noted that no invoices had been received from the Pit Stop since mid-July. MT stated that she would be producing the invoices tomorrow. Action: MT

*Keys:* Keys Galore coming to look at locks. Consensus of meeting to replace front door lock. Action: SM

*Bouncy Castle:* GMcG reported that it would be popular on e.g. a Sunday morning. Some scepticism expressed! Possibly arrange rota of parents to manage. RD expresses concern at safety aspects, storage an issue also. HMG agreed to proceed

in conjunction with Gala Committee to attempt a monthly session at weekends.

Action GMcG/MT

*Email List:* Possibility of starting an email list for hall events, but pointed out that the website and Facebook page also fulfil this function.

*Events:* Successful visit from Rannoch-Tummel Association.

*Pantomime:* Decided not to go ahead with Hopscotch pantomime this year on grounds of cost. The HMG hoped that something could be arranged for next year. MH suggested a Christmas Lighting Up party in the hall instead. No confirmed date yet.

Action: SM

*Business Plan:* SM to update factually and redistribute. HMG agreed that a coordinator is required to sync up people's revisions.

*Changes to Phones:* BTLocal salesperson calling to review Tuesday afternoon.

The minutes were proposed by Gillian Dunbar and seconded by Retta Deerin.

#### **4. Reports**

*4.1 Finance:* No bank statement, GD would like to change the date back to the 1st of the month and get the bank statement sent to the hall. Also noted that Hall is now paying water bills. Also noted that the Hall has been paying the entire hosting bill for the Three Villages web site which is also used by the Trust and the Café, SH to take this matter up with at the next Trust meeting.

Action: SH

*4.2 Admin:* Stephen will be off week beginning 9th November, nothing else to report.

#### *4.3 Events:*

Bake Off: David Hetherington and Jean Travis Judges. Films for kids in front rooms.

Action: SH/GMcG

Galafest having another committee meeting the Wednesday before the event.

Church Quiz on 14th needs a bar, SH will do it.

Trust AGM will be on 21st November now.

SM to contact ABC re. November Adult Protection Conference.

SM had omitted some events from the list, and promised to send out an updated list.

*4.4 Catering/Housekeeping:* nothing to report.

*4.5 Users Update:* after a response is received from the users letter that Sue has drafted and SM will send out with invoices, MH said she would follow up and any specific issues.

## **5. Hiring out of Hall to Pitstop**

Proposal received from Maria Pollard to hire Hall for reduced rate and provide wedding receptions from the Pitstop. All hall would do is provide the space, Cafe staff would do all the work. Concerned that the reduced rate Cafe would pay would not cover Hall's expenses for the event. Also not clear how the financial arrangements would work for any party. **Agreed: that a detailed proposal is provided in writing for proper consideration.**

## **6. Code of Conduct**

Are the HMG willing sign the Trust Code of Conduct for Board Members? No objections, but noted the Code would need some amendment to apply to HMG members.

## **7. AOCB**

*Coffee Mornings:* coffee mornings would normally cease from November over the Christmas period. Chris Fowler and Jean Travis stated that they were happy to extend coffee mornings into November, so they will continue subject to demand until Christmas.

*Computer Club:* The committee noted their appreciation to Rhona Dick for running the computer club for the last few years. Future use of the computers to be discussed.

*Hiring Staff for Weddings and events:* RD proposed the hall employ people to help with bigger functions.

**8. Date and time of next meeting:** Tuesday 24th November 2015 at 1030, in the Three Villages Hall.