

<b><u>Glenfarg Village Hall</u></b> <b><u>24 June 2015</u></b>		
<b><u>Agenda Item</u></b>	<b><u>Minute</u></b>	<b><u>Action</u></b>
<u>Present:</u>	Cedric Wilkins, Kerry Davidson, Robert Morton, Kareen McGregor, Robin Watson, Jim Eodanable, Tanya Bisset, Janet Watson	
<u>Apologies:</u>	Mac Stewart, Jean Young, Christine Morton, Struan Hepburn	
<u>Minutes of previous meeting</u>	<ul style="list-style-type: none"> <li>• Robert highlighted that Tim had been omitted from the list of attendees at the previous meeting. Kerry to amend minutes.</li> <li>• Minutes of previous meeting (25 March 2015) approved.</li> </ul>	<b>Kerry</b>
<u>Matters arising</u>	<ul style="list-style-type: none"> <li>• Ced is investigating options for installing Wi-Fi in the hall and will update the committee at the next meeting.</li> <li>• A request to Lochelbank for funding for six more card tables has been granted and additional tables have been purchased. The hall now owns 15 large tables and 12 card tables.</li> <li>• Tim has had no success finding a plumber able to fix the problems with banging water pipes. Tanya recommended Dougie Miller. Tim to follow up.</li> <li>• Jim to look over the new booking form to ensure area covering 'Protection of Children and Young People' is as comprehensive as it needs to be.</li> <li>• Kareen has bought two new oven trays for the hall and will buy a few more.</li> </ul>	<b>Ced</b>  <b>Tim</b>  <b>Jim</b>
<u>Hall Keeper's report</u>	<ul style="list-style-type: none"> <li>• Tanya has been liaising with Jean regarding invoices outstanding and understands everything is now ready to be passed to the independent examiner for the end of year reporting.</li> <li>• Ced will cover hall bookings when Tanya is on holiday.</li> <li>• The committee agreed Tanya should add a note to invoices reiterating the hall's policy for bookings which are not used. Users will be charged the full booking amount unless a minimum of seven days' notice is given. This will allow the hall to be booked by other potential users.</li> <li>• Contact details on the booking and borrowing notices in the hall require updating. Kerry to organise.</li> <li>• It was agreed that Tanya should take over issuing invoices to regular users as well as the ad hoc users. The impact on Tanya's hours will be monitored and reviewed accordingly.</li> </ul>	<b>Ced</b>  <b>Tanya</b>  <b>Kerry</b>  <b>Tanya</b>

<u>Secretary's report</u>	<ul style="list-style-type: none"> <li>• Kerry has submitted paperwork confirming the hall's charitable status to continue Council Tax relief.</li> <li>• Ced added that he has also registered the hall for water rates relief which is now charged separately. He will formally apply in July 2015 for relief from 2016.</li> </ul>	<b>Kerry</b>  <b>Ced</b>
<u>Property Convenor's report</u>	<ul style="list-style-type: none"> <li>• Tim has consulted an electrician and a lighting specialist regarding ongoing problem with lights in the main hall but has not found an entirely suitable solution. Tim will continue to research possible new light fittings and where these can be sourced for the best price.</li> <li>• Tim to find a decorator to paint the hallway with paint to try to combat the damp patches that have appeared.</li> <li>• A hall user highlighted to Tim that the floor in the main hall is not as shiny as it once was which means it is not as good for ballroom dancing. Professional treatment of the floor could cost approximately £1,000 so Kareen has been using the polishing machine which appears to be effective. Kareen will continue to do this on a monthly basis.</li> <li>• Tim told the committee that the fire extinguisher from just outside the kitchen has disappeared (as it did at the same time last year although it had reappeared again). The Committee agreed it was important that a replacement was bought and installed.</li> </ul>	<b>Tim</b>  <b>Tim</b>  <b>Kareen</b>  <b>Tim</b>
<u>Treasurer's report</u>	<ul style="list-style-type: none"> <li>• In Jean's absence, Ced updated the committee. There has been no significant change in the current bank balance which stands at approximately £23k.</li> <li>• The Hall has received a £250 annual grant from Perth &amp; Kinross Council.</li> <li>• Tim was asked to take an electricity meter reading and email this to Jean to allow her to renegotiate the rate.</li> <li>• Jean is looking into setting up online banking for the Hall. Tim pointed out that the Tennis Club has just set up an online Association Account so this is possible to do.</li> <li>• The Hall's insurance is due for renewal in September 2015.</li> <li>• The Hall accounts will be ready for the AGM in September.</li> </ul>	<b>Tim</b>
<u>AOB</u>	<ul style="list-style-type: none"> <li>• Janet mentioned that it had been noted from the Cinema Club that the emergency lighting signs in the main hall are very bright and also stay on constantly. Tim explained that it may be possible for the lighting to be altered to only come on in the event that there is a failure of the mains</li> </ul>	<b>Tim</b>

	<p>electricity and he will look into this.</p> <ul style="list-style-type: none"> <li>• Janet highlighted concerns that a bag of sand had been stored in the cupboard where the cinema equipment is currently kept (meeting room cupboard) which is meant to be a safe, locked cupboard. In addition, Tim was also concerned that the override switch for the fire alarm is in this locked cupboard meaning users cannot switch off the alarm should it be triggered accidentally. It was agreed therefore that the cinema equipment will be moved to the cupboard in the hall beside the front door. Kareen will move her cleaning equipment to the meeting room cupboard, which will remain unlocked, and a padlock will be fitted to the cupboard in the kitchen to allow safe storage of cleaning chemicals.</li> <li>• Robin told the committee that the cinema equipment had been used for recent defibrillator training in the hall and for a recent private event and the Cinema Club are delighted it is being used within the community.</li> <li>• Janet told the committee that water had leaked through the ceiling in the main hall during a recent art exhibition and had narrowly missed damaging one of the artworks. The leak is a historical problem which only occurs when the rain is driving in a certain direction, making the problem difficult to fix. Tim will look at trying to seal the cupola where it is likely water is coming in.</li> <li>• A new toilet seat is needed.</li> <li>• Tanya had been told by dog walkers that they had noticed the exterior rear doors off the main hallway had been left open on two occasions. It was agreed a line should be added to the notice by the front door asking users to check the rear doors are properly closed before they leave the hall.</li> <li>• New oil tablecloths are required and Janet agreed to buy some for the hall.</li> <li>• Robin asked that notices for the next issue of the newsletter reach him by the end of June. Ced to provide something about the AGM.</li> <li>• Hall meeting minutes to be displayed on the new Community Council noticeboard which has been erected beside the village shop.</li> </ul>	<p><b>Janet, Kareen, Tim</b></p> <p><b>Tim</b></p> <p><b>Tim</b></p> <p><b>Janet</b></p>
<p><u>Date of next meeting</u></p>	<p>AGM, Wednesday, 23 September 2015 at 7.30pm.</p>	