

Glenfarg Village Hall
17 December 2014

<u>Agenda Item</u>	<u>Minute</u>	<u>Action</u>
<u>Present:</u>	Cedric Wilkins, Kerry Davidson, Robert Morton, Mac Stewart, Christine Morton, Kareen McGregor, Robin Watson, Jim Eodanable	
<u>Apologies:</u>	Jean Young, Tim Corcoran, Struan Hepburn	
<u>Minutes of previous meeting</u>	<ul style="list-style-type: none"> Minutes of previous meeting (24 September 2014) approved. 	
<u>Matters arising</u>	<ul style="list-style-type: none"> Robin told the committee he had visited a village hall with Wi-Fi and we would need to install a phone socket and have an internet connection funded by the hall. Ced agreed to get a price for a phone line installation and rental. Robert trimmed back the overhanging rose bush near the hall entrance when Glenfarg in Bloom had its village tidy up. Ced asked that activity relating to finding new committee members be added to the minutes again. Mac asked that the thanks of the WI be recorded for efforts to move some of the larger tables into the under-stage drawers. The move is really helping the WI member with taking out and putting away the tables. Mac highlighted a possible need for four more card tables and Ced agreed to put in an application to Lochelbank for funding in February 2015. 	<p>Ced</p> <p>Ced/Kerry</p> <p>Ced</p>
<u>Chairman's report</u>	<ul style="list-style-type: none"> Ced provided feedback on an enquiry from Janet Watson regarding what items of the cinema club's equipment might be covered by the hall insurance given that it will be stored in the hall. The insurance covers the fabric of the hall and any fixtures so therefore would cover the screen (which will be fitted to the wall) but not moveable pieces of equipment. The cinema club will obtain separate insurance for these items. 	Ced
<u>Secretary's report</u>	<ul style="list-style-type: none"> An application has been made to renew the Public Entertainment Licence and a new certificate will be issued shortly. Kerry to display this in the hall once received. 	Kerry
<u>Property Convenor's report</u>	<ul style="list-style-type: none"> In Tim's absence, Ced updated the Committee on Tim's behalf. The meeting room has been painted and the 	

	<ul style="list-style-type: none"> The water pipes in the ladies toilet are vibrating badly and Ced will highlight this issue to Tim. 	Ced/Tim
<u>Treasurer's report</u>	<ul style="list-style-type: none"> In Jean's absence, Ced updated the committee. There has been no significant change in the current bank balance which stands at approximately £24k. Bills have been paid for new fencing by the car park area and for the village cinema screen. 	
<u>Recruitment of Hall Keeper</u>	<ul style="list-style-type: none"> Ced updated the Committee on efforts to recruit a new hall keeper to look after bookings and promote further use of the hall. Tim and Ced had held interviews with several applicants, as a result of which they felt that the best candidate for the position would be Tanya Bissett. The Committee agreed her appointment which Ced will confirm with her. Ced has amended and updated the booking form for the approval of the committee. Suggested amendments included: <ol style="list-style-type: none"> Remove the part of Appendix 1, point 3, which states "in writing or by telephone if necessary". Amend Appendix 1, point 5(a), to refer to 'PVG' rather than 'Disclosure' certificate. The possible need for need to update 'Protection of Children and Young People' policy was discussed and Jim Eodanable was asked to propose drafting changes for further scrutiny at the next meeting. 	<p>Ced</p> <p>Ced</p> <p>Jim Eodanable</p>
<u>Community cinema</u>	<ul style="list-style-type: none"> It has been agreed that the best position for the cinema screen to be installed would be at the opposite end of the hall from the stage. Installation of the screen will take two days and Robin explained that the company will work during the day and should not impact on any bookings. The committee asked that the installation team ensure tools and equipment is safely stored when not in use to ensure any hall users would not be endangered. Robert suggested that as Beavers will not be on in the second and third week of February, the Monday and Tuesdays of these weeks would be a good time for the work to take place. Robin will keep Ced updated. The cinema club is planning to hold a private screening night once the equipment is purchased and installed to which the hall committee will be invited. 	Robin/Ced
<u>AOB</u>	<ul style="list-style-type: none"> Mac highlighted a lack of oven trays in the hall kitchen and Kareen agreed to buy two or three. A sticker identifying the plug of the fridge was requested to avoid the fridge being accidentally switched off. 	<p>Kareen</p> <p>Tim</p>

	<ul style="list-style-type: none"> • Jim suggested the hall could raise awareness in the village that tables and chairs are available for hire. Robin agreed to add this to the Glenfarg.org website. • The possibility of setting a fixed fee for hiring tables/chairs was raised. It was considered that around £2 per table would be appropriate and that income from table hire would be monitored over the next year 	<p>Robin</p> <p>Tanya</p>
<u>Date of next meeting</u>	Wednesday, 25 March 2015 at 7.30pm.	