

<b>Glenfarg Village Hall 26<sup>th</sup> February 2019</b>		
<b><u>Agenda</u></b>	<b><u>Minute</u></b>	<b><u>Action</u></b>
<u>Present:</u>	Cedric Wilkins, Gillian Forbes, Robin Watson, Christine Morton, John Armstrong, Ross Blaikie, Jim Eodanable,	
<u>Apologies</u>	Hazell Allan, Robert Morton, Mark Crossey, Freya Corcoran.	
<u>In attendance</u>	Tanya McKibbon, Kareen McGregor	
<u>Matters arising</u>	<ul style="list-style-type: none"> <li>Gillian told the meeting that her new email address which has been set up by Janet Watson &amp; Bill Macpherson is hallsecretary@glenfarg.org.</li> <li>Ced &amp; Jim were asked to CC meeting to discuss the developments at the Schoolhouse. The MSP, Councillors are very happy with proposed project and have given great support. The GCC also gave its support and this is minuted. However, the Council has requested that a nominee Liaison representative attend Hall meetings. This was discussed and it was agreed that only Trustees should attend Board meetings. Ced to write back to CC secretary.</li> <li>The topic of sound baffles has come up again. JA has had a quick chat with Philip Ponton &amp; Robin Watson. JA wants to prioritise the other more urgent issues. Robin W to research this re costs &amp; effectiveness. Knockandhu Village Hall has something in place which could be a starting point.</li> </ul>	<p><b>Ced</b></p> <p><b>Robin</b></p>
<u>Minutes of previous meeting</u>	<ul style="list-style-type: none"> <li>Minutes of previous meeting (27 Nov 2018) approved. Ced to sign</li> </ul>	<b>Ced</b>
<u>Hall-keeper's Report</u>	<ul style="list-style-type: none"> <li>Takings are down. Foundation Scotland cheque for £2000.00 is now in. There are a couple of outstanding bills which are being chased up.</li> <li>A hall-user was concerned about the fire risk in the small meeting room resulting from a chair being left close to a convection heater which had been left switched on. The Hall Keeper has written to all users to remind them always to switch off the convector heaters in the Meeting Room.</li> <li>Tanya is keeping diary of hall issues that arise.</li> </ul>	
<u>Treasurer's statement</u>	<ul style="list-style-type: none"> <li>Balance in account - £20,023.25.</li> <li>Ross &amp; Tanya to meet next week to go over money.</li> <li>Ross has online access to both accounts – Arngask Hall &amp; Glenfarg Village Hall. Next time Ross will print out bank statements for us to look at. Ced &amp; Gillian are signatories along with Ross.</li> </ul>	

<p><u>Property Report</u></p>	<ul style="list-style-type: none"> <li>• John Easton – a qualified electrician was employed to do an electrical assessment. He presented a report but then never turned up to four subsequent meetings which were organised. He was dismissed.</li> <li>• 20<sup>th</sup> February – John Allison, electrician looked over the issues. The plugs above the sink need to be removed immediately &amp; resited. Emergency Lighting – there are approx. 10 of these . They need to be replaced with LED lighting which is more cost effective to run.</li> <li>• John Allison charges per hour &amp; the materials are sold on at cost. This work was approved.</li> <li>• Other items which are not so pressing can be done at a later date.</li> <li>• Kareen has put hazardous cleaning liquids in a locked cupboard &amp; disposed of others.</li> <li>• AFF extinguishers are £50.00 + VAT each. At the moment we are at a minimum level. It was decided to leave the present extinguishers as they are for the time being. John Armstrong does a monthly inspection at present.</li> <li>• Keys- There are too many keys in circulation. John will employ a locksmith to come &amp; fit a new lock and provide uncopiable keys. Robert/Christine, Tanya, Kareen to have a key each &amp; then 3 held at the shop. Keys must be signed in &amp; out and a charge would be made for each one if lost. Tanya to put out a grapevine message to let everyone know. The changing of the locks was approved</li> <li>• A fire assembly sign has been put up.</li> <li>• A new shovel for salt/grit was purchased at £2.90 by JA.</li> <li>• Risk assessment will be finished this week including access to cinema club cupboard.</li> </ul> <p><u>Accident Report</u></p> <ul style="list-style-type: none"> <li>• At New Year there was an alleged accident reported by Mark Crosse which is believed to have happened in the ladies toilet on the night of the Hogmanay Party. A claim may be made against the hall. This accident has now been logged in the files and reported to the Insurance company.</li> <li>• Tanya is going to check over the terms &amp; conditions of hall booking to make sure that it is the duty of the hirer to report any accidents.</li> </ul>	<p><b>John A</b></p> <p><b>Tanya</b></p> <p><b>Tanya</b></p>
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<u>AOB</u>	<ul style="list-style-type: none"><li>• BINGO NIGHT – Mary McAinsh is going to run Bingo night on 26<sup>th</sup> April as fundraising for the Village Hall.</li><li>• It was discussed that we should name the new set-up as GLENFARG COMMUNITY CENTRE from now on for clarity as a way of going forward with the general fundraising.</li><li>• Update on organisation. Nothing to report with CAPITA.</li></ul>	
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