

	<b>Glengarg Village Hall Village Hall Committee 27<sup>th</sup> November 2018</b>	
<u>Agenda Item</u>	Minute	<b>Action</b>
<u>Present:</u>	Cedric Wilkins, Mark Crossey, Robert Morton, Christine Morton, John Armstrong, Jim Eodanable, Gillian Forbes, Hazell Allan, Robin Watson, Freya Corcoran, Ross Blaikie.	
<u>In attendance</u>	Tanya McKibbon, Kareen McGregor	
<u>Apologies</u>	None	
	This was a two-part meeting- <ul style="list-style-type: none"> <li>• Regular management meeting (these Minutes)</li> <li>• Arngask Hall Meeting (separately Minuted)</li> </ul>	
<u>Matters arising</u>	<ul style="list-style-type: none"> <li>• Thinking of keeping meetings on Tuesdays from now on – agreed by all.</li> <li>• All present members to make sure they have completed the trustee declaration form and membership form for the Arngask Hall SCIO. This was undertaken.</li> <li>• Fire extinguishers.... Has RM got a warranty for fire checks?</li> <li>• £10.00 fee due from a hirer for the Bouncy Castle was agreed to be waived in this instance.</li> </ul>	
<u>Hall-Keepers Report</u>	<ul style="list-style-type: none"> <li>• October &amp; November rentals up- £211.00 still outstanding.</li> <li>• No issues reported as needing to be dealt with</li> </ul>	<u>Tanya</u>
<u>Coffee Shop</u>	<ul style="list-style-type: none"> <li>• Volunteers to be taken to Beinn Inn as Christmas thankyou</li> </ul>	<u>MC</u>
<u>Treasurer's Report</u>	<ul style="list-style-type: none"> <li>• All set up online now.</li> <li>• Admin between RB &amp; Tanya still to be organised – EXCEL.</li> <li>• Bank balance - £21,059.35</li> <li>• Annual accounts have been submitted to OSCR</li> </ul>	<u>RB</u>
<u>Property Report</u>	1. John, assisted by Brian Harrison, a retired H&S manager have been going through the building methodically checking various aspects. These points are noted. John to buy 2 more fire extinguishers – powder & foam. RM to give John contact details.	<u>JA</u>
	2. Record-keeping has been sporadic John is to compile a form to help hall users keep more efficient records	<u>MC</u>

	<ol style="list-style-type: none"> <li>3. Key-holders – there are thought to be more than twenty. There was discussion about how to manage this. Changing the lock on the main door was suggested and this was agreed.</li> <li>4. Kareen needs training in the use &amp; storage of hazardous substances. The electrics in the hall are a potential issue.</li> <li>5. A qualified electrician is needed urgently to check over the whole building to see what (if any) work needs to be undertaken. This is a priority. JA to get a qualified electrician to visit the hall &amp; prepare an inspection report including PAT testing</li> <li>6. Storage – there needs to be an overhaul of storage in the hall. John suggested inviting the local fire safety officer to look over the present arrangements &amp; make comments</li> <li>7. Lock on kitchen door needs attention as it is important that room can be locked/shut securely</li> <li>8. John to get a quote from a locksmith for a new front door lock</li> <li>9. Mark to control &amp; monitor new keys from the shop. Control of the keys is the issue. Need keys which cannot be copied. Put notice on Grapevine re H&amp;S assessment of hall and the identification of key-holders.</li> </ol>	
<u>Glenfarg Community Cinema</u>	<p>There are 2 key issues:</p> <ol style="list-style-type: none"> <li>1. Light from heaters</li> <li>2. Acoustics</li> </ol> <p>After discussion it was agreed to look first at the acoustic issues as Eric Hayward had brought to the attention of John the use of sound baffles at Knockando Hall – the make was ‘SONATA AURIO’ John to investigate &amp; make contact for more info. John to contact Philip on behalf of committee re acoustics This needs to be a holistic approach in light of the fact there will be further work on the new acquisition</p>	<p><u>Action- JA</u></p> <p><u>Action- JA</u></p>
	Approval has been received from OSCR for the reorganisation of the hall. John Cassells working on this	
<u>Schoolhouse Update</u>	SLF funds approved - £241,200.00 in total including £12,000 from Lochelbank	
<u>AOB</u>	None	
<u>Date of Next Meeting</u>	Next meeting’s date to be advised	