

## **CVH Committee Meeting - Tuesday 9<sup>th</sup> May 2017 - 7.30pm**

In attendance; Sian Scott (Chair), Pete Morrissy (Caretaker), Ian Dickinson (Secretary), Fiona Bee, Susan Royle and Richard Gower.

### **1. Welcome & Apologies**

Sian Scott welcomed us all to the meeting.

Apologies were passed by Carol Aldred (Treasurer), Andrew & Diana Oldacre.

### **2. Approval of Last Minutes (21<sup>st</sup> February)**

SR proposed that the minutes be approved and RG seconded the proposal.

### **3. Actions & Matters Arising from the last meeting:**

#### **Roof/Windows/Flashing**

FB advised that she has spoken with her builders and they are happy to look and quote to carry out the repairs once they have finished the work at her property.

**Action:** FB to liaise with PM when the builders will be available.

#### **Fire Alarms/Extinguishers/Emergency Lighting**

John McPhail has now had outstanding invoice paid, but has not returned to complete the remaining jobs. SS confirmed that Chubb contract is in place and covers an annual alarm service, fire extinguisher service and emergency lighting inspection. FB confirmed that electrician working on her property was willing to visit the Hall and advise as to what we require in comparison to Chubb.

**Action:** SS to chase John McPhail re outstanding work

**Action:** FB to liaise with PM when the builders will be available.

#### **Electricity Usage/Control**

Electric meters have been emptied and readings taken for future comparison.

There is still confusion as to the correct setting for the coin meter and therefore it was agreed that the last bill should be checked and the readings used to help set the meter correctly.

PM noted that a new coin plate for the new £1 coin to be used, needed to be obtained before October when the old coin is withdrawn.

**Action:** ID to obtain copy of last electric bill from CA to carry out comparison.

### **4. Treasurers Report**

No report available at time of meeting, post-dated figures to be added to minutes when available.

It was agreed that cash collections should continue, with the person with the money for paying to the treasurer being responsible for producing their own receipt, to be signed off by the treasurer on collection of the cash.

**Action:** CA to investigate setting up new account.

**Action:** CA to supply SS with copy of last year's accounts to enable application for Water Exemption.

**Action:** All committee members to think about cash collection process and propose their thoughts at the next meeting.

## 5. Caretaker's & Maintenance Report

PM advised that Dave Turner has looked at the leaking water heater and will install a new 15ltr Instant hot water unit when he returns from holiday, approximate cost £200/300.

PM reported that Refuse and Waste Paper bins are not being collected, but he thought it may be because the bin is not being "put out" for collection. It was agreed that PM will place bin in sight for next scheduled collection date and see what happens.

It is that time of year again, when an outside work party is required and general external tidying be carried out.

**Action:** SR and FB to liaise and arrange, with committee assistance, for the relevant work to be carried out.

## 6. Public Entertainments Licence

Person hiring the Hall enquired as to the requirement of a PEL and SR therefore contacted Argyll & Bute to find out the latest regulations.

The updated regulations advise that the person organising the event is responsible for the PEL. The Hall committee are liable for a PEL for any events they arrange, but no fee is payable due to being formally constituted voluntary group.

**Action:** AO to amend website to advise potential hirer of PEL requirements

**Action:** SR to contact Argyll & Bute to enquire the procedure for the Committee to apply for a PEL.

## 7. Hall Constitution

SS had emailed all committee members prior to the meeting with a draft Model Trust Deed. It was agreed that the document should be adopted as the new Hall Constitution with amendments where necessary, and hopefully presented at the AGM.

**Action:** ID to check guidance notes and make comparison with other Halls who have the same Constitution and present at next meeting.

## 8. AOB

SR advised that the advert for the next "Hustings" mentioned that the Hall was supplying tea's and coffee for the event, but as far as she was aware, no one had been asked to do this. After discussion, it was agreed that the committee would honour the advert this time.

AGM to be held on Tuesday 11<sup>th</sup> July at 7.30pm.

**Action:** SR to liaise with DO for Hustings teas and coffee.

**Action:** Advert for AGM to be placed in Round & About.

**Action:** SS to ask AO to put up posters advertising, as per last year.

## 9. Date of Next Meeting - Tuesday 13<sup>th</sup> June 2017 at 7.30pm