

## Craignure Village Hall & Community Centre (CVH)

10<sup>th</sup> February 2023 2.30pm

### Minutes

#### 1. Welcome & apologies

##### Present

Karen Adkinson – KA    Richard Gower – RG    Fiona Langton – FL

Sue Morrissy – SM    Jill Muchall – JM    Andy Oldacre – AO

Diana Oldacre – DO    Jen Swift – JS

Apologies Pete Morrissy – PM

2. Approval of last minutes - Discussion that as we are unable to locate Minutes after January 2019, it was agreed the Committee would recognise Minutes from the meeting held 14<sup>th</sup> January 2023 to be a current record to move forward.

These Minutes were proposed by DO and seconded by AO.

#### 3 Actions and matters arising from the last meeting

SM to create initial simple advert for February roundabout to advertise date of AGM. – This had been completed and published in February R&A.

AO to create poster for Afternoon Tea/AGM for March edition and to place in shops, village notice board etc. This had been completed, submitted to R&A and will be distributed at the end of February providing 28 days public notice by SM

AO to look into broadband connection. This is in progress and AO is in discussion with BT

SM & FL to complete application to Waterfall Fund for Winter Heating Assistance. This has been done and £500 was awarded.

PP to review the hall's legal structure and constitution to see if it is fit for purpose. SM to contact PP to identify any progress.

#### 4. Treasurer's finance report from FL

As Chair, SM to become a bank signatory along with one another to be identified (*post meeting update following election to Committee JS to become a bank signatory*)

Year-end accounts to be done by AGM

Rates relief application FL in communication with A&BC - SM to send Equal Ops Policy & signed updated Constitution to FL

£27,963.62 balance

Outstanding invoices from Mull Music Makers & Yoga

Action - **SM & JS to liaise with FL to arrange becoming bank signatories**

#### 5. Nominations

Jen Swift is a member of Craignure Community, a risk assessor, first aider and a volunteer fire-fighter and wishes to put herself forward as a member of CVH Committee

Proposed By DO and Seconded By AO

JS was welcomed to the Committee

#### 6. Policies –

Equal Ops Policy completed and sent out to Committee for comment 7<sup>th</sup> Feb 2023 by SM. There were no comments, the Policy was supported by the Committee and accepted.

Policy to be uploaded to Website by AO, a copy to be made available to Users of CVH and Review to be undertaken 1<sup>st</sup> Feb 2024

Action **SM to send Equal Ops Policy to Members for their information and AO for uplift to Website**

H&S & Fire Assessment needs revisiting and updating. When completed it will be uplifted to Website and a printed copy be made available to Users of the CVH with a review date. JS reminded the Committee that she is unable to sign off a Fire Safety Risk Assessment due to her voluntary role as a fire-fighter but is able to provide her knowledge and assistance with the completion of a suitable document

JS stated CVH also needed a Control of Substances Hazardous to Health (COSHH) Policy for any chemicals used in cleaning at the hall, any dust, fumes, vapours etc. JS stated she would be able to assist in the completion of such a policy. When completed it will be uplifted to Website and a printed copy be made available to Users of the CVH with a review date.

KA & JS volunteered to be responsible for review and completion of Policies as shown above

Action – **JS & KA to complete H&S and Fire Safety Policy and COSHH Policy**

## 7. Licences

Public Entertainment Licence (PEL) – SM read from an email received from Margaret MacLean dated 27 Jan 2023 confirming the PEL for CVH had expired 30 June 2021. The email further stated the next phase of PEL would expire 30<sup>th</sup> June 2024. The cost of a grant for such a short period of time would be £349 or reduced by half if applied for in April. The email explained the long process of applying for PEL but also stated that application can be made for a temporary licence for an event, the fee is waived if submitted by a voluntary/charitable organisation and the process is much shorter. Following discussion, the Committee agreed due to the very small number of occasions a PEL is required, we would consider only applying for temporary licences. FL and JM agreed to monitor this

Market Operators licence – SM advised the Committee she had received an email from Margaret MacLean 14<sup>th</sup> Jan 2022 stating that if a Market was held by a Voluntary organisation then a Market Operator's Licence was not required. This appears to be a change from previous years when a Market Operator's Licence had been required for the producer Markets.

Action **FL & JM to monitor information concerning Licences**

Action – **SM to send copies of both emails from Margaret MacLean for the information of members.**

## 8. Events

Craft Sale – 4<sup>th</sup> March 2023. It had been suggested a Craft/DIY Tool Sale be held at CVH charging £5 to anyone who wished to have a stall. The Sale would allow residents to sell any craft tools or DIY tool they no longer used therefore recycling them. SM stated that to date there had been very little response and only 3 people had booked a stall.

Action - **SM to monitor requests for tables and cancel if necessary**

Karelia House – 25<sup>th</sup> March 2023 – A regular event pre COVID. SM has arranged for a poster to be distributed around the island by volunteers, it will also be uplifted to Facebook and CVH Website. Volunteers to do teas etc during the day for perhaps an hour each. RG stated Homestart volunteers are willing to help with teas on this date to advertise their services and hopefully recruit new volunteers. Other members of the committee volunteered to staff tea counter and make teas.

JS raised the important issue of food labelling in reference to allergens

Action - **JS to research what is required in relation to food allergen notifications when donating food**

AGM and Afternoon Tea – 26<sup>th</sup> March 2023. A notice had been placed in March R&A. SM to arrange for posters to be distributed FB, Website, Craignure Spar, Hall, Inn, MESS Other members of the committee volunteered to staff tea counter and make teas.

Ceilidh – A discussion took place concerning the possibility of a Ceilidh at CVH May 6<sup>th</sup> 2023. The Committee agreed it was a good idea in principle.

Actions

AO design a poster

SM speak to organisers of New year ceilidh to identify issues

SM to identify availability of Treshnish band

FL & JM to enquire re PEL

9. Isle of Mull Wood Turners – (IOMWT?)

SM explained to the members she and FL had a meeting with representatives from the IOMWT on 31<sup>st</sup> Jan 2023 to discuss issues surrounding their use of the rooms and so that SM could be made aware of the current situation.

Action SM to send members notes from that meeting

SM reminded the members that a survey to identify the needs and wishes of the community in relation to CVH had been designed by them all and would be distributed at the end of February and the survey would be open for completion 1<sup>st</sup> March – 1<sup>st</sup> April 2023.

Actions

JM, KA & JS to assist SM 11am Friday Feb 17<sup>th</sup> at Brooke Cottage to prepare surveys for distribution

SM to send members Survey Distribution list

10. Equipment

Community Fridge – A Community Fridge had at one time been located in the foyer of CVH. It had been stocked, monitored and emptied by MICT. It had later been removed to Tobermory. Discussion was held about the reasons for and against a community fridge being held at CVH and whilst majority of members decided it was a good idea there were too many concerns about the stocking and monitoring. This decision can be revisited if further information becomes available.

Microwave – Suggested by JM and the members all agreed it was a good idea.

Action JM to obtain quotes

Lockers – Suggested by SM as a convenient way that users of CVH could store items such as tea/coffee/sugar etc which would help keep the kitchen tops clear.

Action – SM to obtain quotes

Wi Fi – AO is liaising with BT re installation of Wi-Fi

Action – AO to continue his liaison and ensure SM(orley) is identified concerning payments/direct debits



## 11. Caretakers & maintenance report

SM read from email sent by PM:

Velux windows – plan to get cherry picker – Dave B to approach either TSL or Brendan Walsh – plan to do this 20<sup>th</sup> Feb – 28<sup>th</sup> Feb – Bob, myself and Dave.

Hall lighting – will need to get Andy the electrician involved but concentrating on oven swap for the moment. Will follow up with Andy end of March, early April. Will leave uplighters in for the time being and concentrate on getting new floodlighting.

Oven swap – imminent – waiting on Andy to get back whether we need a bigger cable. Existing gas oven not as heavy as first thought and I can disconnect myself. Then need to remove gas bottles.

Actions

PM to report update re cherry picker

PM to report update re liaison with Andy Electrician and hall lighting

PM to report re installation of electric cooker

## 12. 2023 Markets

SM stated the cost to Producers for stalls at Producer markets had been fixed at a cost of 10% of any products they sell and any orders taken on the day of the market. SM proposed that in addition Producers be charged a fee of £5 per Producer Stall Following a discussion of different points, members agreed with the proposal.

Action – SM to email all Producers with this decision in advance of the first market of 2023 on Sunday April 9<sup>th</sup>.

13. AOB - None

14. Date of next meeting Thursday 16<sup>th</sup> March 2pm CVH

## Actions

1. SM & JS to liaise with FL to arrange becoming bank signatories
2. SM to send Equal Ops Policy to Members for their information and AO for uplift to Website
3. JS & KA to complete H&S and Fire Safety Policy and COSHH Policy
4. FL & JM to monitor information concerning Licences
5. SM to send copies of both emails from Margaret MacLean for the information of members.
6. SM to monitor requests for tables (Craft Sale) and cancel if necessary
7. JS to research what is required in relation to food allergen notifications when donating food
8. AO design a poster - Ceilidh  
SM speak to organisers of New year ceilidh to identify issues
9. SM to identify availability of Treshnish band
10. FL & JM to enquire re PEL
11. SM to send members notes from that meeting – IOMWT
12. JM, KA & JS to assist SM 11am Friday Feb 17<sup>th</sup> at Brooke Cottage to prepare surveys for distribution
13. SM to send members Survey Distribution list
14. JM to obtain quotes – Microwave
15. SM to obtain quotes – Lockers
16. AO to continue his liaison and ensure SM(orley) is identified concerning payments/direct debits – Wi Fi
17. PM to report update re cherry picker
18. PM to report update re liaison with Andy Electrician and hall lighting
19. PM to report re installation of electric cooker
- 20.– SM to email all Producers with this decision in advance of the first market of 2023 on Sunday April 9<sup>th</sup>.
21. PP to review the hall's legal structure and constitution to see if it is fit for purpose. SM to contact PP to identify any progress