

Craignure Village Hall & Community Centre (CVH)

16th March 2023 2pm

Minutes

1. Welcome & apologies

Present

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

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

Diana Oldacre – DO Jen Swift – JS

Apologies Pete Morrissy Caretaker – PM

2. Approval of last minutes - Minutes proposed by FL and seconded by JS.

3 Actions and matters arising from the last meeting

1. **SM & JS to liaise with FL to arrange becoming bank signatories** – FL has made contact with the bank & now arranging for previous signatories to be removed – ACTION ONGOING
2. **SM to send Equal Ops Policy to Members for their information and AO for uplift to Website** – SM sent document & AO uplifted to website – ACTION COMPLETE
3. **JS & KA to complete H&S and Fire Safety Policy and COSHH Policy** – HSE H&S Document obtained & updated for CVH & Matters Arising Document compiled JS & KA to monitor & update – ACTION COMPLETE
4. **FL & JM to monitor information concerning Licences** – PRS/PPL ACTION ONGOING
5. **SM to send copies of both emails from Margaret MacLean for the information of members.** – copies sent ACTION COMPLETE
6. **SM to monitor requests for tables (Craft Sale) and cancel if necessary** – insufficient requests for tables, Craft Sale cancelled – ACTION COMPLETE
7. **JS to research what is required in relation to food allergen notifications when donating food** – KA produced list of food allergens – ACTION COMPLETE
8. **AO design a poster – Ceilidh** – Ceilidh cancelled, poster not required ACTION COMPLETE
SM speak to organisers of New year ceilidh to identify issues – ACTION ONGOING
9. **SM to identify availability of Treshnish band - Ceilidh cancelled** ACTION COMPLETE
10. **FL & JM to enquire re PEL - A&BC advice not clear** ACTION ONGOING
11. **SM to send members notes from that meeting – IOMWT** – notes sent ACTION COMPLETE
12. **JM, KA & JS to assist SM 11am Friday Feb 17th at Brooke Cottage to prepare surveys for distribution** – surveys distributed ACTION COMPLETE
13. **SM to send members Survey Distribution list** – distribution list sent ACTION COMPLETE
14. **JM to obtain quotes – Microwave** – Quotes obtained ACTION COMPLETE
15. **SM to obtain quotes – Lockers** - Item to be removed as little call for small lockers ACTION COMPLETE

16. AO to continue his liaison and ensure SM(orley) is identified concerning payments/direct debits – Wi Fi AO liaised with SM(orley) – ACTION COMPLETE
17. PM to report update re cherry picker – See Caretaker report Agenda Item 10
18. PM to report update re liaison with Andy Electrician and hall lighting - – See Caretaker report Agenda Item 10
19. PM to report re installation of electric cooker - – See Caretaker report Agenda Item 10
20. SM to email all Producers with this decision in advance of the first market of 2023 on Sunday April 9th. SM emailed Producers re Table cost ACTION COMPLETE
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 – Awaiting reply from PP ACTION ONGOING

4. Treasurer's Finance Report FL

Accounts are now done for year end and will be sent out to members for their approval/comments. There is a balance of £29,000 and still awaiting £600 to clear in relation to the purchase of gas cooker by Torosay Estate. Calmac Community Grant of £2000 was successful

FL to send accounts to members for approval/comments

5. Maintenance Worklist Update KA

See Maintenance Required Worklist 2 & Maintenance Required Worklist 3 - Documents attached

6. Policies

H&S and Fire

See attached CVH HSE H&S Document & Matters Arising document

JS & KA to monitor & update

7. Events

Craft Sale 4th March – Cancelled

Karelia House 25th March 10am – 4pm – Volunteers for tea stall as below. All cake donations to be delivered to hall by 10am

10am – 11am – SM

11am – 12pm – KA

12pm – 1pm – DO

1pm – 2pm – MG (Mally Gower)

2pm – 3pm JS

3pm – 4pm FL

AGM & Afternoon Tea 26th March 1pm – 3pm – All available members to donate cakes and assist with tea stall & preparation of hall for eagerly anticipated attendees

8. Surveys

SM stated all surveys had now been distributed between Garmony & Lochbuie. Information had been added to Facebook, Website and also an item in R&A. To date 27 surveys had been returned. Survey ends 1st April 2023 and members will meet to discuss results.

SM to identify date for discussion of returned surveys

9. Equipment

Microwave – Having obtained detailed costings/specifications of 3 microwaves JM was requested to purchase the choice made by the Committee

JM to purchase microwave

Lockers – As some of the hall user groups do not meet in the summer and some groups do not require a locker, purchase of lockers was deemed to be an unnecessary expense.

Wi-Fi – AO had liaised with BT and obtained WiFi for the hall.

10 Caretaker Report

See attached document Caretaker Report

11 2023 Markets

SM reported all Producers had been emailed with the proposed £5 cost of renting a table at future Producer Markets and the majority of replies had been in support of this. First Producer Market of 2023 will be Easter Sunday 9th April.

12 AOB

There was no AOB

13 Date of next meeting – Tuesday 2pm 16th May 2023

Actions

1. SM & JS to liaise with FL to arrange becoming bank signatories & previous signatories to be removed
2. FL & JM to monitor information concerning PRS/PPL Licences
3. SM to laminate food allergen list for display at Producer Markets
4. SM speak to organisers of New year ceilidh to identify issues for future Ceilidhs
5. FL & JM to enquire re PEL to clarify advice & cost
6. PM to report update re cherry picker

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

8. 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
9. FL to send accounts to members for approval/comments

10. JS & KA to monitor & update CVH HSE H&S Document & Matters Arising document

11. SM to identify date for discussion of returned surveys

12. JM to purchase microwave

Attachments

1. Maintenance Required Worklist 2 – with updates from the meeting
2. Maintenance Required Worklist 3 – for meeting 160523
3. CVH HSE H&S Document
4. Matters Arising from CVH HSE H&S Document
5. Caretaker Report