

## Craignure Village Hall & Community Centre (CVH)

16<sup>th</sup> May 2023 2pm

### Minutes

#### 1. Welcome & apologies

##### Present

Karen Adkinson – KA      Fiona Langton Treasurer – FL

Sue Morrissy Chair – SM      Jill Muchall – JM      Pete Morrissy - PM      Andy Oldacre – AO

Diana Oldacre – DO      Jen Swift – JS

#### 2. Approval of last minutes - Minutes proposed by AO and seconded by KA.

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

1. **SM & JS to liaise with FL to arrange becoming bank signatories & previous signatories to be removed** – Difficulty obtaining dates when all are available. ACTION ONGOING
2. **FL & JM to monitor information concerning PRS/PPL Licences** – A very complicated system but FL in contact and ACTION ONGOING
3. **SM to laminate food allergen list for display at Producer Markets** – ACTION COMPLETE
4. **SM speak to organisers of New year ceilidh to identify issues for future Ceilidhs** – See Item 7 on main Agenda
5. **FL & JM to enquire re PEL to clarify advice & cost** – Again, an unclear system, SM to email A&B Licensing to clarify ACTION ONGOING
6. **PM to report update re cherry picker** – See Caretaker Report Item 12 on main Agenda
7. **PM to report update re liaison with Andy Electrician and hall lighting** – See Caretaker Report Item 12 on main Agenda ACTION ONGOING
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** - Response from PP was - The Trust Deed is 'fit for purpose' as it stands however the committee should give serious consideration to modernising its legal structure for the future. ACTION ONGOING
9. **FL to send accounts to members for approval/comments** - ACTION COMPLETE
10. **JS & KA to monitor & update CVH HSE H&S Document & Matters Arising document** – H&S Document complete but Fire Safety is yet to be completed until IOMWT have PAT tested their equipment. An email has been sent by JS concerning the amount of dry wood, wood shavings and a lack of PAT testing but no reply received to date – ACTION ONGOING
11. **SM to identify date for discussion of returned surveys** – Everyone from the Committee has had the opportunity to read the survey results. We now need to prepare a presentation for the Community. Helen Pegg is preparing this for us. ACTION COMPLETE
12. **JM to purchase microwave** – ACTION COMPLETE

#### 4. Treasurer's Finance Report FL

There is a balance of £29,781 with just one outstanding invoice

#### 5. Maintenance Work list Update KA

See Maintenance Required Work list 3 & Maintenance Required Work list 4 - Documents attached

#### 6. Policies

As previously stated in Actions and matters arising from the last meeting Item 10 – awaiting reply from IOMWT

(H&S Document complete but Fire Safety is yet to be completed until IOMWT have PAT tested their equipment. An email has been sent by JS concerning the amount of dry wood, wood shavings and a lack of PAT testing but no reply received to date)

#### 7. Events

June 4<sup>th</sup> is the next scheduled Producer Market. Producer Numbers and takings were down in the May market from the Easter Market, but we are hopeful of better in June. AO has designed a new PM poster which shows the Market is also for Crafts.

**SM to arrange for PM posters to be distributed as before**

Summer Ceilidh SM is in consultation with Craignure Bay Community Group (CBCG) re a collaboration between our 2 groups for one possibly two Ceilidhs over the summer. CBCG have expertise organising these events for quite a few years. We can learn from them. Details to be agreed but both groups would be working together

**SM to liaise with CBCG re Summer Ceilidh**

Pop-Up Café Concern had been raised about the lack of facilities within the village on some days where locals and visitors can get together for a cup of tea/coffee, slice of cake and a chat. Committee had a detailed discussion and it was agreed that we could tentatively hold a Community Café in the hall on Mondays & Tuesdays bet 2pm – 4pm, beginning Monday & Tuesday 22<sup>nd</sup> & 23<sup>rd</sup> May

**AO to design a poster for Community Cafe**

**SM to distribute Community Café posters**

## 8. Surveys

Everyone from the Committee has had the opportunity to read the survey results. We now need to prepare a presentation for the Community. Helen Pegg is preparing this for us.

SM to monitor preparation of Survey presentation & arrange date

## 9. Equipment

Wi-Fi – AO identified the issues with BT and the WiFi performance. Sales had stated/promised a higher level of performance than was now available due to links between stations at Lochdon and Craignure. AO stated he was researching other options with Scotnet.

AO to report further re WiFi

Kitchen - it has been suggested that we refurbish the kitchen to make our venue more attractive to hirers for life events. JS husband has kindly prepared some plans/ideas for a new kitchen. However, we have noticed that the store wall does not go back to line up with the kitchen windows, so the plans need looking at again and maybe we should get Howdens over to provide a quote. They have done it before for Tob Scout Hall. Once we have a full quote for all the works we can use this when we apply for funding. We could look at installing new kitchen in October if everyone agrees. Committee agreed to progress further

SM to liaise with Howdens re kitchen

JS to arrange plans to be redone

## 10. Funding

SM stated we were successful in our application to MESS for £495 to purchase a new fridge/freezer. We have 12 months to use it so that would fit in with kitchen work outlined above. We could sell the existing fridge & freezer to add to our funds. JS & SM held a meeting we had with resident Susan Ringwood (SR) to discuss how we should be looking at raising monies to meet our outgoings. Our yearly income should match if not exceed our yearly expenditure which it does not at the moment. SR also said her husband Gary is very experienced in funding/grant applications and is willing to help/advise.

SM also mentioned there is a grant available from the Co-op Community Fund and JS commented there were grants available from National Lottery and that SR had mentioned Home base foundation and Trust House forte as possible source of funds

SM to look at Coop Community Funds

JS to look at National Lottery Funding

## 11. IOMWT

SM asked members if they were in agreement with the Minutes of the meeting held on 8<sup>th</sup> May about the IOMWT circulated the same day. All members agreed.

SM asked members if they were in agreement with the Rental Agreement to be put to the IOMWT at a meeting to be arranged. All members agreed.

JS reminded the members that she had sent an email to Chair of IOMWT re lack of PAT testing and her concern re the amount of dry wood and wood shavings but had not received a response. DO stated she had had a conversation with a member of the IOMWT, the contents of which reflected the email had been received.

## SM to arrange meeting with IOMWT re signing rental agreement

## 12 Caretaker & Maintenance Report

Investigated the roof and Bob, the expert, stated that it could well be the ridge tiles that are letting in water. This is then flowing under the tiles down the protective membrane and all the way to the top of the Velux window. The membrane extends right down the roof and finishes at the top of the Velux window. Will be organising a dry day to get back up there and see.

There is a corridor light out in the Woodturner corridor. Investigated this and it's not just a simple replacement of the fluorescent bulb starter. One for the electrician.

Have requested a ballpark costing from Andy, our electrician, as to a) removing the uplighters b) replacing the floodlights with more economic LED lights c) replacing the infrared heaters d) adding more plug sockets. Waiting for him to get back.

Replaced the toilet seat in the Women's toilets that had been broken.

## 13. AOB

There was no AOB

## 14 Date of next meeting – Tuesday 2pm 4<sup>th</sup> July 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 enquire re PEL to clarify advice & cost
4. PM to report update re liaison with Andy Electrician and hall lighting
5. SM to liaise with PP re modernising legal structure for the future
6. JS & KA to update CVH HSE H&S Document & Matters Arising document when IOMWT PAT testing etc complete
7. SM to arrange for PM posters to be distributed as before
8. SM to liaise with CBCG re Summer Ceilidh
9. AO to design a poster for Community Café
10. SM to distribute Community Café posters
11. SM to monitor preparation of Survey presentation & arrange date
12. AO to report further re WiFi
13. SM to liaise with Howdens re kitchen
14. JS to arrange plans to be redone
15. SM to look at Coop Community Funds
16. JS to look at National Lottery Funding
17. SM to arrange meeting with IOMWT re signing rental agreement

### Attachments

1. Maintenance Required Work list 3
2. Maintenance required Work list 4 for Tuesday 2pm 4th July 2023