

CVH Committee Meeting - Tuesday 17th January 2017 - 7.00pm

In attendance; Sian Scott (Chair), Pete Morrissy (Caretaker), Ian Dickinson (Secretary), Carol Aldred (Treasurer), Fiona Bee, Susan Royle, Andrew & Diana Oldacre and Richard Gower.

1. Welcome

Sian Scott welcomed us all to the meeting.

2. Approval of Last Minutes (15th November)

SS proposed that the minutes be approved and AO seconded the proposal.

3. Actions & Matters Arising from the last meeting Roof/Windows/Flashing

Ivan has still not carried out the repairs to the velux windows, and has failed to contact either PM or SS in the meantime to advise his position. The committee discussed the matter and agreed that Ivan should be given an ultimatum to commit to complete the necessary work on an agreed date, otherwise an alternative tradesman will be sourced. FB suggested that she may be able to get her builders to look at what is required and obtain a quote for the work to be done, should Ivan fall through.

Action: SS to contact Ivan with ultimatum.

Action: FB to ask her builders for a quote to do work.

Fire Alarms/Extinguishers/Emergency Lighting

The committee agreed that an independent quote should be obtained so that a comparison can be made with that submitted by Chubb.

PM advised that John McPhail has repaired/replaced relevant faulty emergency lighting and is preparing quotes for new exterior lights and new emergency light units for inside the Hall.

Action: FB to ask her electrician to give a quote for Hall fire electrical requirements as comparison to Chubb.

Electricity Usage/Control

AO and DO advised that it appears that since the meters were adjusted, users of the Hall are receiving more electricity for less money, therefore meters have been reset incorrectly and needs rectifying as soon as possible.

Action: PM to ask John McPhail to return and reset the meter.

4. Treasurers Report

Balance as of 13th January 2017 - £10,163.44

Invoices outstanding as of 16th January 2017 – £2959.00

Outstanding invoices still need to be chased.

Argyll & Bute payment received 19th May 2016 still trying to be reconciled.

Bank statements are now being received, however Octobers is missing for some reason.

Lochdon Primary have paid Inv108 (£24.00) which was cancelled, but no payment has been received for Inv119 (£484.00).

Gaelic Partnership have paid Inv127 (£12.00) in error, instead of Inv127a. Overpayment will be deducted from next invoice.

As part of the ongoing restructuring of committee procedures, it was agreed that as of this date, any cash collected by committee members must be counted by the treasurer on receipt from said committee member and signed for. SS advised that the Water Exemption renewal was due.

Action: SS to apply for Water Exemption, CA to supply SS with copy of last year's accounts.

5. Caretaker's & Maintenance Report

PM advised that Dave Turner due to visit Hall to check leak on water heater. The committee agreed that it would be good to ask Dave his views on a new water heating system.

PM also going to ask Dave Turner to investigate what is causing the door to the Cleaning Store to swell.

Cupboards require a clean and a general tidy.

Step ladder requires replacing as top step is split and unsafe.

Catering trolley requires replacing as wheel has come off and it is not possible to reattach.

Woodturners have reported that white kettle not working.

Action: PM to ask Dave Turner to quote for new water heater(s).

Action: PM to a new, slightly taller, step ladder, catering trolley and kettle.

Action: PM to set up an Amazon account and pass details to CA.

6. Events update

MESS funding application and Producers Markets 2017

SR confirmed receipt of £250.00 for advertising and printing for the producer's markets from MESS. Fridge magnets have arrived and SR requested assistance from the committee to stuff envelopes after 5pm at MICT. SR also advised that arrangements need to be made with MESS for the official presentation and suggested that SS, as Chair, should be the committee representative, which was agreed by all. SS proposed the presentation be made at the first market of the new season and everyone agreed.

Action: SR to advise committee members of dates available for envelope stuffing and those available to reply accordingly.

Action: SS to contact MESS to arrange official cheque presentation.

Catholic Church Iona pilgrimage September 2017

PM approached via website as to the possibility of the Catholic Church Young Peoples Association sleeping in the Hall prior to their pilgrimage to Iona in September. It was agreed that due to insurance requirements, and lack of facilities for such a large party, that we are not able to cater for their requirements.

Hall capacity

PM raised concerns as to the maximum capacity of the Hall, as the website advises potential bookers the Hall can cater for 250 people. PM has therefore produced a plan of the Hall outlining table positioning and dance floor, with which ID will calculate the maximum numbers, with and without tables, as part of the ongoing Fire Assessment plans.

Action: ID to inform PM/SS of Hall capacity for future bookings

Action: AO to amend website removing capacity size and advise people to contact PM for their requirements.

Megaslam 2017

Booked for 12th March 2017, advert already in Round & About and Brett contacted SS with promotional posters etc.

7. AOB

Nil.

9. Date of Next Meeting - Tuesday 21st February 2017 at 7.00pm