

## **CVH Committee Meeting - Tuesday 17<sup>th</sup> October 2017 - 7.30pm**

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

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

Sian Scott welcomed us all to the meeting.

Apologies were passed by Diana Oldacre and Carol Aldred (Treasurer).

### **2. Approval of Last Minutes (22<sup>nd</sup> August)**

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

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

#### **Ongoing actions:**

##### **Roof/windows/flashing**

ID advised that he has contacted Velux directly with regards the issues the Hall is experiencing. They have provided various details for us to carry out our own inspection and also a listing of qualified installers. FB advised that her builder had already checked the coding and spoken to Velux, who advised that the windows were discontinued. He thinks that the windows have not been installed correctly originally and that this may be what is causing the leaks. PM to talk to Mull Hire with regards cost for hiring moveable scaffold platform. Quote from FB builder £1550 fitted/window, but FB will talk to him again to clarify hall needs and the possibility of fitting standard windows.

##### **Fire system/Emergency Lighting**

Awaiting John McPhail to return to rectify internal emergency lighting and install new exterior lights. RG suggested contacting Donald McKinnon to carry out the work required in view of the delays. FB to talk to Johnathan with a view to checking that the fire system is up to current requirements.

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

ID awaiting second quarterly bill to be able to carry out a comparison of usage before further action being taken.

##### **Public Entertainments Licence**

ID confirmed that he had spoken with the licensing authorities and that they have confirmed there is no charge for charitable organisations, so long as a copy of the constitution, building layout and public liability insurance are provided with the application.

##### **Producers Market Health & Safety**

SR to produce a code of practice document for all stallholders.

##### **Isle of Mull woodturners**

Further information as to woodturner requirements needs to be obtained and the usage of the room over a year, and alternatives for regular users, need to be sought.

RG to find out exact requirements and report back so that a decision can be made.

### **4. Treasurers Report**

CA advised she intends to step down from her position once the year end accounts have been audited.

## 5. Caretaker's & Maintenance Report

PM advised that the electric meters do accept the new £1 coin and that there is no need for new plates and that Dave Turner had successfully repaired the faulty tap in the disabled toilets.

As the windows continue to leak, PM advised that he would obtain new waterproof covering for Hall floor to prevent further damage to the surface, but that when the leaks are repaired, then major repairs will be necessary to the damaged floor areas.

PM advised that he is still awaiting the boiler being replaced/repaired.

Large vehicles parking in front of the Hall are causing problems and PM suggested that a sign be placed on the wall.

**Action:** PM to obtain and affix new sign.

**Action:** PM to chase Dave Turner re boiler.

## 6. Treasurer and new committee members

SS advised that she has spoken to Sheila Rogers with a view to her joining the committee.

SS also proposed Nancy Simons as a potential new committee member.

AO proposed that the committee could approach Sue Morley to become book keeper for the Hall.

PM suggested that if we are to pay someone to do the book keeping then should we not approach

CA, in the first instance, to see if she would be happy to continue doing the accounts as a non committee member. SS also proposed Rebecca Adams as another option.

**Action:** SS to find out what reasonably could be paid to the book keeper.

**Action:** SS to talk to CA and report.

**Action:** AO to speak to Nancy Somerville with a view to joining the committee.

## 7. Community fridge proposal

In urban areas, a communal fridge is placed in a building and stocked with people's excess food for members of the community to use and would be advertised island wide. Provisionally, it would be for a trial period, the project being monitored by a member from MICT, who would need access to the Hall, but is dependent on funding.

**Action:** SS to email committee members with letter of approval for signing.

## 8. AOB

ID advised that it would be possible to obtain an occasional licence for the sale of alcohol at the Producers Markets. The licence costs £10 and can be submitted with the full list of dates the licence is required.

AO has installed PDF reader link on website and new constitution. It was agreed that monthly meeting minutes should also be placed on website, current minutes to be marked with "Approval pending".

SS confirmed that she has had provisional talks with Simon Campbell with regards a tribute act and an alternative wrestling group to use the Hall, but nothing definite yet.

SR and PM to compile a maintenance required.

SR advised that the last wedding party to use the Hall had cleaned it before departure, as requested, but that extra cleaning had to be done to return to the Hall to the standard we all expect. In view of this, PM insisted that a £100 cleaning charge be made when booking is placed, and then a cleaning team can be paid to assist him, when required.

ID proposed that hirers leaving the Hall in an exceptionally clean condition, be given a refund, or partial refund.

SS advised that MESS may be able to supply extra bins for recycling and that A&B council can supply extra bins for general refuse. It was proposed that people booking the Hall for an event should be advised about A&B bins, and that the booking will not be confirmed without a confirmation of bin supply from A&B.

It was agreed that no Community event should be charged a deposit.

ID advised that he has carried out some pruning to the trees around the Hall and will complete the higher branches when clearing the gutters.

ID advised that he had contacted a new broker for the Hall insurance, and now had a quote that was approximately £300 cheaper than the current deal, with a mirrored policy to the current one, excluding legal expenses cover which will cost approximately £55 annually.

ID enquired whether a Christmas tree had been sourced and when it would be delivered. SS confirmed that no tree was currently secured and that it would be needed to be delivered by no later than Friday 25<sup>th</sup> November.

SS confirmed that the New Year ceilidh would be taking place on 2<sup>nd</sup> January 2018.

**Action:** ID to contact Whitetail Gin to find out what their intentions are.

**Action:** SR to forward maintenance required list to all committee members.

**Action:** SS to check going hourly rate for cleaners.

**Action:** SS to look in to recycling practicalities.

**Action:** ID to source Christmas tree.

**8. Date of Next Meeting** – Tuesday 21<sup>st</sup> November 7.30pm