

## **CVH Committee Meeting - Tuesday 18<sup>th</sup> April 2018 - 7.30pm**

In attendance; Sian Scott (Chair), Pete Morrissy (Caretaker), Andrew Oldacre, Fiona Bee, Diana Oldacre and Susan Royle.

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

Sian Scott welcomed us all to the meeting.

Apologies were passed by Ian Dickinson (Secretary) and Richard Gower.

### **2. Approval of Last Minutes (20<sup>th</sup> March)**

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

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

#### **Ongoing actions:**

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

**PM** to arrange hire of mobile scaffold for week commencing 30<sup>th</sup> April, to check all the windows and to carry out any other high level remedial work required.

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

**PM** in communication with Donald McKinnon to carry out the work required and PAT testing. Donald has requested a copy of the Hall wiring diagram so that he can then carry out the work, and his son will do the PAT testing on his return from his holiday.

**SS** to contact John at MICT to see whether he would be able to do the PAT testing.

#### **Producers Markets**

**SR** completed new code of practice document for all stallholders and will hand out at next Market.

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

**SS** to forward contract for signing and request up to date copy of insurance and PAT testing.

### **4. Treasurers Report**

SS has met with SM and she has upgraded to a new system for invoicing and account balancing which she already uses, and is chasing the outstanding accounts and preparing the year end accounts.

Balance currently at £10,400.42 with all outstanding bills paid.

**Action:** PM to take reading, empty and advise SM

### **5. Caretaker's & Maintenance Report**

PM and SR have compiled a Hall maintenance list and emailed to all committee members to ask for their comments.

PM advised that he has received a quote from Chubb of £835 to carry out the work required to service the lighting.

**Action:** All committee members to give feedback, where necessary, with regards to new Hall maintenance list.

### **7. AGM 2018**

Date for this years AGM needs to be confirmed and then relevant advertising posted.

SS reconfirmed her intention to step down as Chair this year.

**Action:** PM to check for free dates and advise.

### **8. AOB Date of Next Meeting – Monday 21<sup>st</sup> May 7.30pm**