

CVH Committee Meeting - Tuesday 21st February 2017 - 7.00pm

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

1. Welcome & Apologies

Sian Scott welcomed us all to the meeting.

Apologies were passed by Fiona Bee, Andrew & Diana Oldacre.

2. Approval of Last Minutes (17th January)

CA proposed that the minutes be approved and RG seconded the proposal.

3. Actions & Matters Arising from the last meeting:

Roof/Windows/Flashing

SS contacted Ivan and advised him that due to the continued delay in commencing work and lack of commitment, the committee will seek to find new contractor to carry out the work.

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

Fire Alarms/Extinguishers/Emergency Lighting

Invoice received from Chubb for work carried out in January, but PM not aware of them visiting but may be part of the service contract.

John McPhail to submit quote for 3 new exterior lights and new emergency lighting.

Action: CA to check Chubb invoices to confirm if the invoice received is part of contract agreement.

Action: PM to advise John McPhail that attempt was made to pay his outstanding account but failed due to Clydesdale Bank issues (see Treasurers report).

Action: SS to check with FB to ask her electrician for quote for Hall fire electrical requirements as a comparison to Chubb

Electricity Usage/Control

John McPhail has reset meter and advised that the old setting was exceptionally high and that is why there appears to be too great a difference now.

CA requested that a meter reading be taken and the meter emptying to enable a fresh and accurate assessment to be made and quarterly readings to be taken in the future.

Action: PM/SR to empty meter and take up to date reading.

Action: ID to check new electricity charge to ensure meter is set to the correct setting.

4. Treasurers Report

No report available as CA unable to access online banking due to Clydesdale Bank blocking account due to suspected fraudulent activity, CA trying to pay John McPhail for the work he has carried out. To date CA and SS still trying to get the account updated so that normal service can be resumed.

Due to continued issues with Clydesdale Bank, it was proposed that a new bank and account should be sourced.

Approximate balance £11,000.00.

Cash collection was discussed again and it was agreed that a new process should be adopted, especially as we are liable for any missing monies, but practical and flexible for all involved.

Action: CA to investigate setting up new account.

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

Action: All committee members to think about cash collection process and propose their thoughts at the next meeting.

5. Caretaker's & Maintenance Report

New catering trolley, kettle and step ladders now obtained.

PM has attached a laminated instruction guide to the new ladders for ease of use, H&S.

PM reported that he has had to play with the front door again and, therefore, will order a new lock mechanism and install when received.

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

6. Public Entertainments Licence

Person hiring the Hall enquired as to the requirement of a PEL and SR therefore contacted Argyll & Bute to find out the latest regulations.

The updated regulations advise that the person organising the event is responsible for the PEL.

The Hall committee are liable for a PEL for any events they arrange, but no fee is payable due to being formally constituted voluntary group.

Action: Website to be amended to advise potential hirer of PEL requirements

Action: SR to contact Argyll & Bute to enquire the procedure for the Committee to apply for a PEL.

7. Hall Constitution Update

SS advised that a new model constitution has been obtained and, dependent on OSCR, will replace the outdated constitution currently in place.

Action: SS to email committee members with model constitution

Action: ID to contact OSCR to confirm all in order for the new model constitution to be adopted.

8. Megaslram catering/helpers – 12th March

Numbers currently low, but Brad from Megaslram is sending more posters and more promotional literature will be in circulation.

SS hoped to find spreadsheet for previous attempt and SR already placed on social media, in attempt to increase numbers.

SS requested help with catering, teas and tuck shop, SR to purchase items from Booker for tuck shop

9. AOB

ID handed PM a laminated fire assessment sheet received from Scottish Fire Service.

10. Date of Next Meeting - Tuesday 4th April 2017 at 7.00pm