

## **CVH Committee Meeting - Tuesday 23<sup>rd</sup> January 2018 - 7.30pm**

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

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

Sian Scott welcomed us all to the meeting.

Apologies were passed by Fiona Bee and Diana Oldacre.

### **2. Approval of Last Minutes (19<sup>th</sup> December)**

AO 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 monitor water ingress and report.

It was agreed that a mobile scaffold should still be hired February/March, to check all the windows and to carry out any other high level remedial work required.

**SR** and **PM** to compile a maintenance required work-list.

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

**PM** contacted Donald McKinnon to carry out the work required to emergency lighting and he is expected to do the work within a month.

**SS** has spoken to OES about their quote and, in view of Chubb renewal date, it was decided to remain with Chubb for the current year whilst we look for an alternative company to carry out the annual service contract.

**PM** to produce fire zonal chart, as per new guidelines

**PM** to keep up to date record of relevant testing.

##### **Producers Markets**

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

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

**SS** to create a contract of usage for the woodturners to use the committee room with rental charge in time for their AGM on 4<sup>th</sup> February.

##### **Community fridge proposal**

Letter has been submitted and the application for funding has been lodged.

##### **Treasurer and new committee members**

**AO** waiting to talk to Nancy Sommerville as a potential new committee member.

**SS** has meeting with Sue Morley on 3<sup>rd</sup> February to discuss the treasurer position further.

### **4. Treasurers Report**

SS provided a copy of the latest accounts and advised that due to family commitments, CA has relinquished her role as treasurer. SS said that she had reassured CA that the committee would work together, in the interim, to cover all banking and bad debt chasing, and thanked her for her thorough and efficient work during her time as treasurer.

The committee agreed that the oldest British Red Cross outstanding invoice be written off, especially as their role and supply has changed on the island.

## 5. Caretaker's & Maintenance Report

PM advised that Dave Turner had had to replace the whole toilet unit to replace the cistern which had been broken in the gent's toilet. To do this he had to drain all 600 gallons of water held in the storage tanks in the loft, where he discovered that the overflow pipe was higher than the tanks which means if any ballcock failed, the water would not disperse via the overflow and would, instead, come through the ceiling of the hall causing severe damage.

In view of this, Dave has suggested that the tanks be replaced, and the water supply be attached to the mains supply, improving the water pressure to the building and taking away the risk of overflow damage in future, or any risk of longstanding water contamination. He has quoted £672.00.

Dave Turner will also replace the faulty boiler with a new 120 litre system, but he will require an electrician present when he installs the new boiler and therefore would be good to have Donald McKinnon here at the same time. He estimates that the cost to upgrade the system will be approximately £1,476.00.

PM suggested that an additional £50.00 be added to large party bookings and paid into a separate account as a part of a contingency fund to cover any future unreported damage.

**Action:** PM to liaise with Dave Turner & Donald McKinnon re boiler.

**Action:** PM to contact Dave Turner to authorise upgrading of water supply to Hall as soon as possible.

**Action:** ID to check insurance policy to confirm incidental damage cover and excess.

## 6. Jazz in the village

ID confirmed that there has been an approach from 2 different groups to perform at the Hall. One group are looking to perform this year under a "joint promotion" event, where they provide publicity materials, posters and leaflets at their expense and send out press releases etc., with a split of the takings of 80:20 in their favour, not including any bar takings, food, raffle or fund raising etc.

The second group would be looking to perform in February 2019 and further information about their itinerary would need to be sourced.

The committee agreed that the "joint promotion" would be a good idea and were happy to proceed, on the proviso that we inform them that we are a small community and that it may be better for them to perform once the holiday season has commenced.

**Action:** ID to contact the relevant groups with the committee's thoughts and comments to hopefully proceed with the events.

## 7. Megaslam 2018

SR confirmed that the posters were at the design stage, and she has placed information on Facebook to promote the event on Sunday 4<sup>th</sup> March.

## 8. Producers Markets 2018

SR advised of 2018 dates and confirmed that the first will take place on Sunday 11<sup>th</sup> March.

SR has ordered the fridge magnets and requested assistance with envelope stuffing on Tuesday 13<sup>th</sup> February at 5.30pm and will send out an email to reconfirm to all committee.

## 9. AOB

SS suggested that the Hall electrical appliances require PAT testing.

**Action:** SS to chase Dustbusters to enable their charges to be included in the hire costs.

**Action:** PM to contact Donald McKinnon to find out how much he charges and if he would be interested in doing the PAT testing whilst at the Hall doing the other work.

**8. Date of Next Meeting** – Tuesday 20<sup>th</sup> February 7.30pm