**Reston Village Hall**

**Committee & Business Meeting**

Monday August 14th 2023 @ 7.30pm

**SCIO No SCO5374**

**Attendees:**

Anne Barrett (AB) Chair

Kerry Simmonds (KS)

Ruth Donaldson (RD) Booking Secretary

Ged Kimble (GK)

Stephanie Patterson (SP)

**Apologies:**

Brin McAllister (BM) Treasurer

Jan Stringer (JS)

Logan Inglis (LI) representing the Community Council

**Previous Minutes**

* Accepted

**Matters Arising**

* **Hall capacity in event of Emergency:** RVH committee preference is to retain control and independence from Scottish Power.

**Action: Further committee discussions required. BM as point of contact for SPEN**

***Post meeting update from BM:*** *Scottish Power recommends enabling an access trap in the kitchen wall, at ceiling height above the boiler, to bring the generator cables in rather than bring them through the main door which would be a tripping hazard. There are other options to consider, but a big advantage for SPEN is that as they have already inspected the site, the info is now on file so, depending on availability, they can get a generator on site quickly.*

* **Stage removal:** Wish List agreed funds (£5k) July 17th. Selected joiner given go-ahead, so waiting for him to schedule start date.

**Action:** **AB** to update as/when

* **Hall Rendering:** No change from previous meeting, so remains as a work in progress in the overall context of “Greening Your Hall”.

**Action:** **BM & GK** to continue follow up

* **Hall cleaning:** No cleaner available.

**Action:**  **None** - will keep listed on matters arising & monitor situation.

* **Repairs** to external bin area.

**Action:** Keep open and follow up with SBC if no further activity within reasonable time frame

* **Hall Floor:** BM has contact details. Will wait until Stage removal complete before scheduling.

**Action:** None at this moment. BM to progress as/when stage removal complete.

* **Electrical work** (toilet heaters and kitchen heat detector), plus request for electric dryer in toilets (specifically the ladies) - to avoid blockages from excess paper.

**Action:** **BM** waiting for second estimate (GC).

**Treasures Report (BM)**

* Account has £15,087 in it, of which £1,146 is available for general use.
* Emergency roof repairs cost £1,950, which will be paid from Ops budget.
* Accounts with BAVS ***(Update post meeting: BAVS Audit now complete, BM submitted accounts to OSCR.)***
* One outstanding invoice. ***(Update post meeting: Now paid)***

**Action:** None.

**Update on bookings, social events, etc.**

* **Harvest Festival** Sept 23rd confirmed.
* **Scarecrow competition**: Start by Sep 23rd; Prizes awarded at the coffee morning Sept 27th.
* **Ceilidh** (Ayton church) October 6th
* **Quiz**: October 14th. RVH to run Bar (limited range of wine, beer, soft drinks, spirits TBC). License application required 6 weeks prior to event (Aug 28th). Confirmed with GN as Quizmaster. **Action:** **KS** to update poster and categories for Harvest Festival ***(Update post meeting – Done).***

**KS** to submit license application ***(Update post meeting update – Done)***

**RVH Committee** to finalise help needed and final scheduling etc. for events.

**A.O.B.**

* **Rotating Caretaker Role for Hall:** Ongoing work to refine and simplify check list – split into separate weekly & monthly sections. Annual roof inspection and PAT testing to be included. Local Volunteer identified to ‘keep an eye’ on hall status when evening dog walking & contact AB is anything amiss.

**Action: GK & BM** to continue working.

* **‘Marketing RVH’:** The RVH committee agree that more members and/or support volunteers are required, as well as more visible notice and posters around the village to advertise events. Funding events will need to be considered to ensure enough in account to cover hall maintenance and improvements.

**Action: SP** to assess options and costs of advertising banners from Fantasy Prints.

**RVH Committee** to actively sound out potential support and members locally – to be discussed further – potentially including Community Council event.

* **Other:** **RD** requested to relinquish Booking Secretary role as soon as replacement can be found.

**BM** to amend Booking Terms for commercial bookings to include full payment at time of booking to confirm. ***(Update post meeting update – Done)***

**Date of next meeting** Sept 11th @ 7.30pm.

Meeting closed at 8.45pm