**Reston Village Hall**

**Committee & Business Meeting**

Monday June 12th 2023 @ 7.30pm

**SCIO No SCO5374**

**Attendees:**

Anne Barrett (AB) Chair

Brin McAllister (BM) Treasurer

Kerry Simmonds (KS)

Ruth Donaldson (RD) Booking Secretary

Ged Kimble (GK)

Jan Stringer (JS)

Stephanie Patterson (SP)

Logan Inglis (LI) representing the Community Council

**Previous Minutes**

* Accepted

**Matters Arising**

* Hall capacity: BM in contact with SBC, who would use the hall in event of an Emergency. Visit from Scottish Power Network indicated that they would run cables from the exterior directly into the hall (i.e. not from an installed Generated socket). RVH committee preference is to retain control and independence from Scottish Power. More information is therefore required on how/where to access equipment; and who would be responsible for (e.g.) purchase, maintenance, etc. Scot Power will submit preliminary report to BM and further discussions to include LI & AM.

**Action:** BM to continue as point of contact

* Stage removal: Updated quote received including loft hatch (not inc Hall front door). Some minor design changes (lower wall height, potentially avoids new lighting) may reduce cost further (TBC). Hall funds available for £2.5K, AB to apply for balance via Wish List.

**Action:** AB to submit request to Wish List

* Hall Rendering: Remains as a work in progress in the overall context of “Greening Your Hall” support available through various local and national bodies. Some minimal hall funds available for emergency repairs if required.

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

* Main hall door curtain track: Bracket has been re-tracked and is functioning.

**Action:** None - may need revisiting in winter.

* Hall cleaning: No cleaner available. Given the (relatively) lighter cleaning requirements in the summer months, we will continue with current situation.

**Action:**  None - will need revisiting later in the year.

* Repairs to external bin area. SBC have visited and yellow lines have been marked around area.

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

* Hall Floor: Floor company who laid floor is unknown.

**Action:** AB to ask previous committee member if they know who did the work.

* 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** to follow up with electrician.

**Treasures Report (BM)**

* Account has £14,254 in it, of which £1,312 is available for general use.
* Scottish Power DD increased to £300 pm.
* OSCR report: AB to submit summary for report. BM to circulate completed report to Trustees for Approval. BM to then submit Approved report, together with all Hall invoices to OSCR. BM to confirm with OSCR that report can be Approved outside of an AGM.

**Action:** BM and AB as per above.

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

* Wine Tasting: July 1st confirmed with Majestic (arriving at 7pm for 7.30 start). Current planning for +70 people @ £15 per head (tickets on sale in shop). Crackers, Crisps, Cheese, etc. (i.e.) Nibbles only.

**Action:** RVH Committee to complete set-up from 6pm (table and flowers retained from coffee morning). Raise profile (event, tickets, etc) via social media.

* Other: Duck Race/BBQ; Harvest Show, Quiz, etc. to be discussed at next meeting.

**A.O.B.**

* **Rotating Caretaker Role for Hall:** Given the nature and scope of the role, further assessment and feedback is needed.

**Action: GK** to circulate to all members a summary of the concept and checklist for review and comment. The checklist is intended to capture all ongoing supervision and activity that may be required for the hall on a daily, weekly and monthly basis (i.e. in addition to checking locks, lights, bins, etc.), so not restricted to the potential caretaker role. If time permits, this can be added to the next RVH meeting.

**Date of next meeting** July 10th @ 7.30pm. Focus to be primarily on social events and (if time permits), update on progress of caretaker role feedback.

Meeting closed at 8.35pm