**Reston Village Hall**

**Committee & Business Meeting**

Monday September 11th 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)

Jan Stringer (JS)

Logan Inglis (LI) representing the Community Council

**Apologies:**

Brin McAllister (BM) Treasurer

**Previous Minutes**

* Accepted

**Matters Arising**

* **Hall capacity in event of Emergency:** Alignment on the Scottish Power recommendation that in the event of an emergency, power would be via generator cables into the hall through an access trap in the kitchen. As Scot Power have inspected the site and hall details are on their file, they can get a generator on site quickly (depending on availability).

Although RVH committee preference is to retain control and independence from SP, given the potential capital costs, storage, etc. involved in sourcing a generator, it is more practical to provide the capability for SPEN to provide power for now.

**Action: (BM as point of contact).** Estimate required for creating cable access via Kitchen (could be included in estimate for damp/roof inspection).

* **Stage removal:** ***Post Meeting Update:*** *AB scheduled work to commence Monday 25th Sept. Work duration 1-3 weeks, so help/support for shifting storage around may be required for pre-booked events that cannot be postponed or cancelled.*

**Action:** None – other than support to move/tidy storage items. **AB** to advise on what/when.

* **Hall Rendering:** 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 - 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 & dryers; kitchen heat detector). Now have two quotes, but further clarification needed on costings (i.e., to include scaffolding, fire & smoke detectors, etc.)

**Action:** **BM** to update.

* **Bookings:** RD will relinquish role as Bookings Secretary on or by the AGM (November).

Clarification needed over Pickle Ball Bookings and Fees.

**Action: RVH** committee to determine RD replacement. BM to clarify Pickle Ball terms, etc.

**Treasures Report (BM)**

* Account has £13,656 in it, of which £1,186 is available for general use.
* Accounts have been approved and submitted to OSCR***.***
* No outstanding invoices

**Action:** None.

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

* **Harvest Festival** Sept 23rd. Posters up in Hall, Notice Board, Shop, etc More schedules to be printed and made available from Larder. KS & GK to open hall at 7.00 for entrants. Judges arriving at 11.30; Open to public at 1.30. Close by 4pm.

**Action:** **RVH Committee** (and anyone else) to set-up @ **7.30 Friday pm. KS & GK** as above for laying out class submissions. Coffee for Judges @ 11.30. Raffle + Prizes (to be sourced). Refreshments include Squash, Coffee, Tea and Biscuits. Money and envelopes for prizes needed.

**NB: Need to retrieve cups from previous winners!**

* **Quiz**: October 14th. RVH to run Bar (limited range of wine, beer, soft drinks, spirits TBC). No update yet on License application**.** Majestic Wine for drinks and glasses. Entrance on door £3 per head, max 5 to a team. Trestle tables to be used for Food and Bar. Entrant names to KS.

**Action:** **RVH** Committee (+ help) to set up Sat 13th. Drinks and Glasses to be picked up either Thurs or Friday before (**TBC by KS** once spoken with Majestic). Final timings to be confirmed at next RVH committee meeting latest (Oct 9th)

* **Scarecrow competition**: Start by Oct 23rd; Prizes awarded at the coffee morning Oct 27th.

**Action:** None at this time

* **Ceilidh** (Ayton church) October 6th – need to ensure Hall clear and tidy beforehand.

**A.O.B.**

* **Health, Safety and Maintenance Checklist for Hall:** Ongoing work

Local Volunteer identified to ‘keep an eye’ on hall status & contact AB is anything amiss.

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

* **Marketing’ the Hall and Hall Events:**  Two generic hanging advertising banners now available. ‘A’ board(s) available from JA (TBC in terms of when and how many). More members and/or support volunteers are required. Funding events needed to build account balance for emergencies and improvements etc.

**Action:**  **RVH Committee** to actively sound out potential support and members locally.

**Date of next meeting** October 9th @ 7.30pm.

Meeting closed at 8.45pm