

EDDLESTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting held on the 20th May, 2008

Attendees: Robbie Smith (Chair), Diane Churnside, Rosemary Cowie, Janette Dunlop, Kevin Holmes, Judith McGee

Apologies: Tom Anderson, Kathy Greenwood, Fiona Holmes, Sylvia McKinlay, James Taylor, Stuart Walker, Vivienne Wilmut.

MINUTES

1) Previous Minutes

Accepted.

2) Car Park/Bins

No update. **MP will chase SBCC regarding this.**

3) Major Private Donation

SW arranged for John Campbell to hand over the £5,000 cheque on the 31st May.

KH to write to donors to update on progress.

4) Cleaning & Maintenance

The tap in the disabled toilet is on list of jobs for Eddie Fraser to complete. He has been asked to fix the leak and put trace heating on the pipes so the heating can be turned down/off.

5) Private Parties

Billy Nicholson has a copy of the agreement. **KH to send a copy to Kathy Greenwood.**

6) Extension of the Hall

The extension is not now expected to be completed before August. RS is complaining to the architects and the builders, but the project is at a delicate stage, so we need to tread carefully.

The committee apologised to the users of the hall for the delays and the recent problems with the electricity supply.

Mr. Weeks has given permission for the trees on his land that overhang the roof of the extension to be cut back. **RS to contact Ted Radford to arrange.**

KH written to Mr. Reid to ask about the trellises, but JD will follow up with a telephone call.

RS will bring cooker brochures and price lists once he receives them.

7) Fund Raising for Phase III (Heating and Insulation)

The AFA rejected our request for £10,000. Jean Robertson looking at other charities that could help.

Confirmation has been received from The People's Millions that our application is under consideration.

All to suggest ideas for future fundraising events once the hall extension is complete.

8) Hall Cleaning

FH/KH to meet with recommended replacement cleaner during June.

9) OOSC

The OOSC had some specific matters they wished to discuss, regarding:

Storage for outdoor toys – the committee agreed to review the storage options with the OOSC, but asked that all hall users performed a review of their own equipment and documentation storage requirements with a view to removal of as much unused material as possible.

Ramsay ladder – the committee advised that once installed, the Ramsay ladder will not be for use by the users of the hall as they would not be covered by the hall's insurance policy.

Cooker money – JMcG to discuss separately with FH.

10) Compliance with OSCR Regulations

With immediate effect, all documents that relate to the management of the hall, for example, meeting minutes, official letters, information or advertising leaflets, booking confirmations or invoices, need to advise the recipients that Eddleston Village Hall is a registered Scottish Charity and quote our registration number, SC035039. See the foot of these minutes for example wording.

The next meeting was scheduled for Tuesday 24th June, 2008 at 19:30.

Agenda will be:

- **Previous Minutes**
- **Matters arising**
- **Progress reports**
 - **Extension**
 - **Funding for Phase 3**
- **Fundraising**
- **AOB**

The meeting closed at 20:25.