

EDDLESTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting held on the 26th August, 2008

Attendees: Stuart Walker (chair), Janette Dunlop, Vivienne Wilmut, Fiona Holmes, Harriet Witson, Kevin Holmes, Kathy Greenwood, Rosemary Cowie, Billy Nicholson

Apologies: Tom Anderson, Sylvia McKinlay, Robbie Smith.

MINUTES

1) Previous Minutes

Accepted subject to correction of date (20th May to 24th June) and Roddy Smith to Roddy Scott.

2) Cleaning & Maintenance

The tap unit in the disabled toilet is beyond repair and needs replacing.

KH/SW to address.

3) Extension of the Hall

SW advised funding was not fully achieved for the heating and insulation (£14k of £24k). We would pursue other applications to raise the full amount needed, but were also reviewing the scope of the work as heating is a priority for installation before the cold weather sets in.

The new kitchen and toilets are not to be used until the official opening. Once work is completed, the area will be secured.

SW to put a sign up to prevent entry.

Quote for painting the interior has been received and accepted (£1,700). Work Due to start in October, but may be sooner if the decorator's other commitments permit.

SW to get a quote for painting the exterior once it is completed.

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.**

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

The "shopping list" for phase III was agreed as follows:

- Riverbank and path to the back storeroom (SW to speak to Craig Blackie)
- Heating and insulation
- Car park
 - Extension
 - Resurfacing
 - Disabled parking area
- Double glazing

- Redecoration
- Refurbishment of the floor
- Blinds
- Meeting Room conversion
- Creation of a computer room
- Conversion of old toilets
- General improvement of storage facilities
- Loft ladder
- Lockable storage cabinets
- Soft outdoor play area
- Direct access to back rooms
- Temporary heating hire
- Portakabin hire for temporary accommodation of nursery, OOSC, etc.
- Exterior painting and decoration

5) Accounts

FH will obtain costs from Peter Mulholland for auditing our accounts.

6) Signage for contributors

KH will get costs for signs commemorating the funding organisations.

7) Christmas Fair

The 6th December has been set for the Christmas Fair. Format will be discussed at next meeting.

8) OOSC

OOSC have left the inner door locked on a couple of occasions, preventing access to other users. Also, Billy was unaware of when the OOSC were using the hall as they weren't contacting him with tier requirements.

FH will speak to OOSC on both matters.

9) Baby Changing Facilities

The Nursery and Mother and Toddlers groups requested the provision of baby changing facilities. The committee agreed to support the request as long as the organisations funded the £175 cost of a changing table themselves. The unit would be located in the disabled toilet.

MP agreed to raise the matter with the Community Council to see if they could contribute toward the cost.

10) Funding

Cheque for £575 received from The Bridge (formerly TAVO) towards cost of insuring the hall.

11) AGM

AGM will be held on Wednesday 1st October, followed by a committee meeting.

Agenda:

- 1) **Minutes of previous AGM**
- 2) **Chairman's report**
- 3) **Treasurer's report**
- 4) **Appointment of officers**

Minutes of the previous AGM are attached with these minutes.

The next meeting is scheduled for Wednesday 1st October, 2008 at approximately 20:00, immediately after the AGM.

Agenda will be:

- **Previous Minutes**
- **Opening ceremony**
- **Progress reports**
 - **Extension**
 - **Funding for Phase 3**
- **Fundraising**
 - **Christmas Fair**
- **Heating – decision whether to use the contingency plan**
 - **Closure of hall for works**
- **AOB**

The meeting closed at 21:15