

EDDLESTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting held on the 1st October, 2008

Attendees: Stuart Walker (chair), Janette Dunlop, Vivienne Wilmut, Fiona Holmes, Kevin Holmes, Robbie Smith, Alison Stewart, Margot Porter, Anne Bertram, Jean Robertson, Judith McGee, Billy Nicholson

Apologies: Rosemary Cowie, Tom Anderson.

MINUTES

1) Previous Minutes

Accepted.

2) Cleaning & Maintenance

Basil Barrow has been asked to replace the tap unit in the disabled toilet. Cost is expected to be around £250.

3) Extension of the Hall

Snagging list is around 50% complete. The painter (Michael Grant) has quoted £1,700 to decorate the interior of the extension. The committee approved the quote and for the work to proceed. The work should commence on the 21st October and take about a week to complete. Once the decoration is complete the health inspector wants to inspect the kitchen.

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

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

£10k has been applied for towards the heating and insulation costs. Landfill have confirmed that if our application is unsuccessful we can redefine the scope of the use of the funds they have committed.

We have gained commitment from the Council to fund repairs to the riverbank.

SW to obtain appropriate quotes from Glendinning and Graham Irvine.

RS and SW to also obtain quotes for resurfacing the car park.

RS and SW to meet with nursery representatives to specify their requirements for an outdoor play area.

5) Signage for contributors

KH will get costs for signs commemorating the funding organisations.

6) Christmas Fair

The 6th December has been set for the Christmas Fair. The following are to be organised:

Aromatherapy – Diane Chirnside
Tombola – Billy Nicholson (all contributions welcome)
Xmas Fancies – Anne Bertram (Nursery)
Lucky Dip – OOSC
Cake bake sale/Teas and coffees – WI (all baking contributions welcome)
Raffle prizes – committee members and user groups to source.
Flyers – Stuart Walker (Flyer to ask for raffle prizes)
Tree and lights – Stuart Walker/Kevin Holmes/Robbie Smith

7) Inner door

OOSC have left the inner door locked on a couple of occasions. 12 copies to made of the inner door key and handed out to keyholders.

KH, SW and WN to create a keyholder inventory.

8) Baby Changing Facilities

The Community Council has agreed to fund provision and installation of a baby changing table in the new toilets. The nursery will pay for it and claim the money back from the Community Council via Margot.

9) Nursery Request

The nursery have requested permission to mount a coat rack on the wall in the hallway of the new extension. The committee approved the request.

10) Fire Extinguishers

Fire extinguisher requirements will need to be reviewed in light of the new extension.

SW to organise.

11) Notices

The nursery have requested permission to mount notices asking hall users to flush and clean the toilets after use and to switch off lights when leaving the hall.

The committee approved the request.

12) Eddleston Primary School Request

The school have asked for permission to use the hall as a place of emergency refuge.

The committee were pleased to agree to this request.

SW to advise the school.

13) Church Piano

The Church want to move their old piano into the hall. The piano that is currently in the hall is in good working order and could be sold or auctioned.

SW/KH to arrange the move

The next meeting is scheduled for Tuesday 4th November, 2008 at 19:30.

Agenda will be:

- **Previous Minutes**
- **Extension progress report**
- **Christmas Fair**
- **Heating**
- **Opening ceremony**
- **AOB**

The meeting closed at 21:25