

EDDLESTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting held on the 4th November, 2008

Attendees: Stuart Walker (chair), Janette Dunlop, Vivienne Wilmot, Fiona Holmes, Kevin Holmes, Robbie Smith, Margot Porter, Anne Bertram, Jean Robertson, Judith McGee, Billy Nicholson, Tom Anderson.

Apologies: Catherine Barr.

MINUTES

1) Previous Minutes

Accepted.

2) Extension of the Hall

Progress:

Final stages of snagging in progress.

Interior painting completed and exterior doors in progress.

Finishing touches need to be applied to the kitchen.

New fire extinguisher required for the extension. Cost will be around £70. Will be fitted during week ending 7th November.

Should be ready for cleaning and Environmental Health inspection by 7th November.

SW to contact Susan Napier to arrange EH inspection.

FH to ask Carol to clean the hall. Need to remind her not to use too much water on the wooden floor.

3) Xmas Fair – 6th December

SW has been offered a pair of mountain bikes and some skis for auction at the event

The school will provide a hamper for raffling.

The Committee will provide shortbread/mince pies.

The Community Council have agreed to provide some mulled wine.

The Committee agreed that no private tables should be permitted.

KH to advise Diane Chirnside.

JD to ask Pentland Plants and Jo Oliver of the Horticultural Society if they would like to contribute anything to the event. The Poinsettias were very popular last year.

SW/KH/RS will put the tree up before the event.

Ticket prices for the event will be:

Adults - £2

Concessions £1

Children – 50p (includes raffle ticket for switching on the tree lights)

The hall will be opened at 11:00 for setting up.

4) Signage for contributors

KH has approached a sign-maker and discussed the requirements. Need to provide them with a mock up so that they can price accurately, but cost should be between £100- £300 for indoor and/or outdoor signs.

KH to confirm with John Campbell and David Reid whether they want to be included.

5) Inner door

Copies have been made of the inner door key and will be handed out to keyholders.

KH, SW and WN to create a keyholder inventory.

6) Heating

Funding has been committed for the heating. Design expected to be ready by 7th November. Space heaters cost around £70 per week to rent, so the Committee agreed to buy 2 heaters at a cost of around £160. These would be used while the heating work is ongoing. Delivery is expected by 7th November.

The Committee agreed to specify some form of stage lighting as part of the design for the heating, insulation and lighting phase of the project.

7) Funding

SRDP have advised that they may be able to match the £24,000 heating funding to enable us to replace the windows and complete other outstanding tasks (back room, outer door, car park, etc.)

KH/FH to contact SRDP to discuss.

SBC have committed funds to repair the riverbank. Quotes from Glendinning and Graham Irvine are in hand. A licence will need to be obtained from SEPA before the work can be done.

8) Entrances

A better quality replacement doormat is required for the main entrance.
SW/KH to obtain doormat.

The side entrance need stop be kept locked. The nursery have asked permission to mount an alarm system on the side door so that they are warned if it is opened.
The committee approved this request.

9) Pests

More mouse droppings have been noticed in the kitchen.

FH/KH to obtain more mousetraps/other pest deterrents.

10) Trustees

The question of whether the Trustees would be prepared to continue in their roles was raised. Vivienne kindly agreed to continue and KH undertook to ask James Taylor if he would also be prepared to carry on.

KH to contact James Taylor.

11) Hall Insurance

The Hall's insurance policy has been renewed with a different company at around 50% of the price and with superior cover to the previous insurer, now including Trustee cover.

12) Private Parties

A private party recently held at the hall left a lot of damage to the hall itself and to the property of the Nursery. The users were made to forfeit their £100 deposit and the money was disbursed as follows:

£50 – Nursery for replacement of property

£25 – Carol for the extra cleaning that was required after the party

£25 – Village Hall account

In future private parties for over P& and under 21 year-olds will not be allowed.

The next meeting is scheduled for Tuesday 9th December, 2008 at 19:30.

Agenda will be:

- **Previous Minutes**
- **Extension progress report**
- **Heating**
- **Opening ceremony**
- **Fund Raising**
- **AOB**

The meeting closed at 21:25