

# **Tynninghame Village Hall & Community Committee (TVHCC)**

## **Minutes of Meeting**

### **Monday 1 May 2023 in Tynninghame Village Hall**

#### **Present**

Tim Harper (TH-Treasurer), Shireen Green (SG-Secretary), Carol Crowther (CC-CEG Committee member), Erica Wimbush (EW), John Crowther (JC), Donald Gillies (DG), Ian Staples (IS), Eric Martin (EM-Hall Keeper)

#### **1. Welcome**

Tim Harper, as acting chair, welcomed the three new members to the meeting. They were Donald Gillies, John Crowther and Ian Staples.

#### **2. Apologies**

Danny Wight (DCC-Dunpender Community Council member)

#### **3. Approval of last years AGM minutes**

Approval of the minutes of the AGM held on 14 April 2023 was proposed by Shireen Green and seconded by Erica Wimbush.

#### **4. Matters Arising from AGM**

A matter arising from the AGM was to find a resolution to concerns regarding the future maintenance of communal green spaces in the village currently managed by Galbraiths including the football pitch and the cricket pitch. It was agreed that Galbraiths should be involved. It was agreed to:

1. Set up a community meeting in the Hall and invite all residents.
2. Form a small short term working group to identify opinions and to take forward any actions from the meeting.

**Action: EW**

#### **5. Hall Maintenance & Management**

##### **Hall Keepers Report (EM)**

Eric Martin reported that the shed is now ready for creating organised storage areas for tables and chairs. A large area of the floor in the shed is crumbling creating a serious trip hazard. It needs levelling and a new concrete base created.

There have been no queries raised about the new increased pricing of £1000 for a wedding event. One wedding has been cancelled and 1 postponed. It was proposed that wedding bookings should pay the full price at the time of booking as chasing up balances for weddings booked far in advance is becoming onerous. An accounting software could potentially help with keeping track of deposits and payments.

**Action: EM**

Any booking which requests a residents discount rate must be booked and paid for by the resident.

**Action: EM**

Log prices have increased substantially therefore it was proposed that Hall charges for logs increase to £40 per full day and £20 per half day. Long standing class clients could be offered a preferential rate. Website to reflect the price increase.

**Action: SG & EM**

## **6. Governance (CC)**

Carol Crowther reported that a review is due of the Handbook and an Open Fire Policy needs to be put in place following the visit from the Scottish Fire and Rescue Services..

**Action: CC & EW**

Health & Safety and Hygiene checks are to be reviewed once the kitchen refurbishment has been completed.

**Action: CC**

CC reiterated that the Client Checklist is not being followed through with clients at the start of their hire. The compliance and completion of this document is essential for our insurance cover.

**Action: CC & EM**

The Music Licence has been paid but the licence and receipt need to be chased. A copy needs to be kept visible in the Hall.

**Action: TH & SG**

EW suggested that marketing needs some attention now that the Hall refurbishment has made the venue much more attractive to prospective clients.

DG offered to review the Hall rental pricing structure and the Hall booking system.

**Action: DG & SG**-Pricing sheet to be sent to DG.

## **7. Election of Committee Members**

Tim Harper, Carol Crowther and Shireen Green continue as Committee members and Ian Staples joined as a new member at the AGM. Danny Wight will continue to represent Dunpender Community Council at committee meetings.

It was agreed to re-elect Erica Wimbush onto the Committee. John Crowther and Donald Gillies were proposed as new Committee members by Tim Harper and seconded by Erica Wimbush.

The following office bearers were agreed: Ian Staples (Chair), Erica Wimbush (Secretary), Tim Harper (Treasurer).

## **8. Community Engagement Group (CEG)**

A previous report had been made available. As lead for the CEG, CC reported that the group is working well and many positive events have taken place and are also in the pipeline e.g. Coronation Tea Party on 8 May.

Following a request at the AGM for Hall Volunteers, 5 more residents have joined this WhatsApp group which will be used to communicate when any help is needed for specific tasks or to provide support for the Hall Keeper.

The new volunteers are Ian Staples, Karine McIver, John Crowther, Laura Clifford and Stephen Roberts.

## 9. Financial Report

Tim Harper reported that we have a healthy bank balance of ~£6,500. He said that it was difficult to reconcile all the Hall hire payments coming in to the bank account. Improvements will be considered for future reporting.

**Action: TH & EM**

The lease is now up for review therefore a list of outstanding tasks needing done externally are to be sent to Galbraiths, the external fabric of the Hall being the responsibility of Galbraiths. It was suggested that TVHC commission any outstanding works to be done and charge Galbraith's in lieu of rent.

**Action: TH & EW**

## 10. Dunpender Community Council

No report

## 11. Any other business

It was suggested that Ali McGregor be asked to continue producing and mailing the newsletter as before. CC agreed to talk to Ali.

**Action: CC**

### **Date of next TVHC Committee meetings at 7pm in the Village Hall.**

24 July

25 September

20 November

January tbc

### **Action points**

1. Set up a community meeting in the Hall and invite all residents - EW
2. Form a small short term working group to identify opinions and to take forward any actions from the meeting - EW
3. Price accounting software - IS & EM
4. Update log prices on website - SG
5. Review Hall Handbook plus Open Fire Policy - CC & EW
6. Health & Safety plus Hygiene checks- CC
7. Client checklist importance reiterated - CC & EM
8. Chase music licence - TH & SG
9. Pricing charges sheet to be sent to DG - SG
10. Improve Hall rental income reporting to Treasurer - EM
11. List of outstanding works to be sent to Galbraiths - EW
12. Ask if Ali McGregor will continue with newsletter - CC

Shireen Green (Secretary) May 2023