

Tynninghame Village Hall and Community Committee
Minutes of meeting held on Monday 1st July 2024 at 7.30pm

AGENDA

1. Ian welcomed attendees to the meeting

Present:

Ian Staples (IS)
John Crowther (JC)
Tim Harper (TH)
Sophie Wild (SW)
Rob Hyndman (RH)
Danny Wight (DW)
Eric Martin, Hall Keeper, for part of meeting (EM)

Apologies:

Apologies had been received from Carol and Adam. (CC, AS)

2. The minutes of the extraordinary meeting held on the 6th May, 2024, were approved by Sophie and Rob.

Matters Arising:

a. Online presence

Sophie reported that she had been in touch with Philip at Sustaining Dunbar regarding the Website - it is around 15 years old and now in need of a major overhaul. After discussion, the Committee agreed that we should go ahead with the installation of a new Website.

Sophie expressed concern, in view of data protection, about customers details being visible to the public on the (google) bookings calendar. It was agreed that this information should not be shown in this way, but it would be useful to the Committee to have an indication on the calendar of the type of event booked. ie wedding, children's party, etc. (EM)

Sophie asked the Committee to consider if we should set up a new Facebook page - the current Facebook page was now defunct. This was agreed and Sophie undertook to do this work. (SW)

John Reported that he and Sophie had met with Barbara Schofield since the last committee meeting regarding Eventbrite. Eventbrite seems fairly straightforward to use and Sophie (with Barbara's assistance) had been able to advertise the recent village BBQ. (SW,JC)

Sophie asked that the Hall's financial accounts (as recently provided for the AGM) be provided for posting on the Website. Tim would send this information to Sophie. (TH,SW)

b. Policy and procedure documents

These documents are reviewed annually (now due) and updated as required. Carol had previously stated that she, in collaboration with others, was prepared to carry out any revision work required. The documents can be viewed on Dropbox. (CC,All)

c. Hall Handbook

Carried forward to the next meeting. All to familiarise themselves with the current Handbook. Carol would source updated information and bring to the next meeting. (CC, All)

d. Dropbox

There was discussion on whether or not to continue using Dropbox or use another system, such as Onedrive or Google Drive - it was agreed that we should continue with Dropbox for the time being.

e. The 2023 Annual Report for OSCR

This was due by the 30th September, 2024. Carol and John had reviewed the report (available on Dropbox) and had made some amendments to the original version of the report written by Erica. John would email the second version to the committee members for approval/ amendment. If these could be returned before the end of the week, John would try to send the report to OSCR in the following week. (JC,All)

f. Working groups and community ownership of communal areas

Sophie had previously expressed an interest in enabling a small-scale consultation group on this matter. Sophie and Ian would meet to discuss the parameters of such a community consultation. (SW,IS)

Ian reported that he had written to Georgina Weston, the Galbraith representative, to ask her if she would agree to attend a meeting with village residents to give an update on last year's meeting regarding the estate's plans for communal areas. She had agreed to do so and had asked for potential dates. She had also asked for some questions to allow her to give more specific answers. The Pub Night on Friday 11th October, 2024, was chosen as the most suitable date. Residents would be asked to provide questions. (IS)

g. Bus Shelter

Ian had asked Georgina if she knew what the plans were for rebuilding the bus shelter - it was the intention to rebuild it in a like for like fashion and Galbraith are currently in discussion with Brakes' insurers.

h. Fencing around the LPG tank

ELC now has the funding for the work. Nick Morgan (ELC Paths Officer) was currently on holiday, but prior to going on holiday he had tried to reach Drew Ramsay, who had previously agreed to do the work, without success. Georgina too had tried to contact Drew without response. Ian had written to Nick for an update on when the fencing work might be carried out, but had not as yet received a reply. (IS)

3. Hall Management

a. Hall Governance

Carol had provided a report, available on Dropbox - there were no significant issues to report. However, all documentation, including risk assessments are now due for review. This action is pending confirmation that newly appointed committee members have read and been given the opportunity to make comments/suggestions. (All)

The Hall inventory now requires updating. (CC, EM)

b. Hall bookings and maintenance

Ian reported that there had been a 'weeding event', but only the area to the front of the Hall had been weeded. More work was required to the rear of the Hall. John agreed to do this work. (JC)

Eric reported that the PAT testing had been carried out and a certificate confirming this issued. The chimney had been swept . One of the toilets required repair - despite the plumber having been contacted and a date fixed, the plumber had not attended to carry out the work. Eric agreed to chase this up. Carol had recently spoken with Andrew and he had assured her that he still intended to do the various pieces of work identified. Eric would liaise with Andrew to ensure that this work is carried out. (EM,CC)

Carol in her management report had raised the concerns of a local resident regarding the large number of bins now placed at the rear of the Hall and asked if the empty bins could be stored in the shed until required. This was not thought to be a practical solution, as all bins were in constant use. Eric reported that people often used the wrong bins and some of the older bins were no longer clearly labelled - it was suggested that new, laminated labels be made for these bins. It was noted that someone was placing domestic waste in the Hall's commercial waste bins - this would be monitored. (EM)

Invoicing of bookings

There was a lengthy discussion on whether or not to purchase a professional accountancy package or extend the currently used excel spreadsheet to give us the information we require. Eric advised that seeking out an appropriate package would in itself be extremely time consuming, and then applying the chosen package to our requirements onerous. Tim suggested adding four columns to the excel spreadsheet to gather the information required ie, date deposit due/date deposit paid/ date balance due/ date balance paid. Tim would meet with Eric to discuss the matter further. (TH,EM)

It was agreed that the price for wedding bookings should be increased to £1200. This would apply to bookings made from today's date. This would not be applied to bookings already in the pipeline.

There was discussion on an apparent anomaly that if booked as three days during the week, the price of a wedding booking was considerably cheaper than over weekend days. This would be looked at. (CC, IS)

All other prices would be put on the Agenda for review at the next meeting. (JC)

Carol in her report had brought it to the committee's attention that Ewelina would be on holiday from the 6th July until the 28th August - some thought should be given to how we cover cleaning, etc during her absence. (All)

4. Treasurer's Report

The Hall had been given exemption from having to pay water rates.

The TVHCC had received between £1600 and £1700 from the June 23rd, 2024, open gardens day.

There was currently £20,500 in the Hall's bank account. It was asked if the Committee should perhaps, in view of this, now consider using some of this money for a project or some other appropriate use. Ian suggested that some of the money be invested in a short term savings account in the meantime. Tim agreed to investigate options. (TH)

5. Dunpender Community Council

Danny apologised for not having provided a report.

a. There had been problems recently with large numbers of young people congregating under the bridge in East Linton - alcohol was being consumed and the youths were causing nuisance for the local residents. It was thought that people were coming from as far away as Edinburgh, attracted to the area via social media messaging.

- b. Danny reported that it was unlikely that funding would be received from the Balfour Beatty social responsibility fund for the creation of a pavement on the south side of the main street at the junction with the A198. However, this matter was now on the ELC Roads Department's agenda.
- c. Danny reported that the application for planning permission for a cafe, four holiday lets and parking for 80 cars at Tynninghame Links, rejected around two years ago, had been resubmitted. It was agreed that this matter should be minuted to bring the matter to the attention of villagers.
- d. ELC local development plan - invitations were now sought for suggestions of sites in support of the East Lothian development plan. Sites (or ideas) were sought for housing sites, economic developments, allotment provision, cemetery sites, renewable energy or sites suitable for community growing spaces. Anyone, including individuals, landowners, agents, companies or community groups could submit sites. Submissions should be made through the East Lothian Council Hub - the call for sites will run until 6th September, 2024.
- e. East Linton were revising their booklet identifying local walks. It was thought that the revised booklet may include walks around Tynninghame.
- f. Sophie raised the previously discussed matter of speed guns for monitoring traffic speed on the A198. This was on Danny's list of items to chase up.

6. Community Engagement and Events

Carol had provided an update for the meeting.

The open gardens event on the 23rd June had gone well, but it was noted that attendance was lower than last year. The recent village BBQ had also gone well, but the 35 adults who had booked via Eventbrite or notified us via WhatsApp, didn't all attend. The figure was much lower than this, due perhaps to the very chilly weather. However, we had catered for 35 adults and in so doing spent more than we needed to.

The Committee thanked all who had contributed their time and efforts towards making these events a success.

A visit to the Community Farm is planned for Saturday 13th July.

The Summer Fair is on the 18th August - a meeting of key volunteers is planned for 29th July.

Pub night 13th September.

A bridge fund raising lunch is tentatively planned for Tuesday 17th September.

Apple pressing September/ October. TBC

Harvest Festival - this year this would be a joint venture between the Community Farm and TVHCC. Tentative dates in October discussed. TBC

Halloween celebration event for children planned for Saturday 2nd November.

Wreath making - suggested dates at present are either 29th and 30th November. TBC

TVHCC Christmas party - suggested dates are either 6th or 13th December.

7. Any Other Business

- a. Sophie reported that the latch on the gate to the football field was not working. This information would be passed on to Georgina. (IS)
- b. Danny had gifted a projector to the TVHCC. It was requested that the Committee approve the purchase of a screen - this was agreed. (JC)

c. John reported that the notice board had been accidentally damaged by a local resident. Nick Parry, who had been present at the time, had volunteered to repair it free of charge.

8. Date of next meeting

Monday the 23rd September, 2024, at 7.30pm.

Addendum:

Fencing around LPG tanks

Ian had received an email from Nick Morgan on the 3rd July. Nick had phoned Drew on several occasions to ask if he would go ahead with the work, but he had not returned his calls. Georgina had eventually managed to speak with someone who knew Drew and was told that Drew had been very busy and had returned the fencing panels to the supplier. Nick would contact the Countryside Ranger to ask if the Dunbar Conservation Team would be able to do the work.