

Tynninghame Village Hall & Community Committee (TVHCC)

Minutes of Meeting

Monday 10 October 2022

In Tynninghame Village Hall

Present - Erica Wimbush (EW, Chair), Carol Crowther (CC), Shireen Green (SG), Ali McGregor (AM) and Tim Harper (TH)

1. Welcome & Apologies -

Apologies were received from Danny Wight (DW) and Eric Martin (EM)

2. Minutes and Matters Arising

Minutes of the previous meeting were approved by CC and seconded by AM

- a) *Key holder list*: updated and on Dropbox.
- b) *Improving TVHCC-Village communications*: Hall notice board now available for official communications relating to TVHCC. Village map has been relocated to bus shelter.

3. Hall Reports

A Hall Management report from CC was pre-circulated and the following points highlighted:-

- a) *Window cleaning*: This can now be actioned as soon as possible during October. **Action: EM**
- b) *Curtains*: These are now all rehung onto new rails.
- c) *Drain smell in stock room*: The builder who installed the toilets was contacted for advice and a possible solution. CC to try plumber **Action: CC**
- d) *Volunteer rota*: As we are low in numbers we will now try to recruit additional volunteers from CEG and then from the wider community. **Action: CC**
- e) *Defibrillator*: It was agreed to pursue options for a total replacement as soon as possible and to seek grant funding. Agree to follow up with Marie Liston, St Johns Ambulance (might fund 25%) and possibly Area Partnership and Dunpender CC who installed the existing defib. and possibly others. **Action: CC** Identify when existing kit was purchased. **Action: EW**
- f) *Music licence*: To be renewed in January 2023. **Action: SG**
- g) *Kitchen and shed clearance*: In October, shed to be cleared followed by kitchen packing up prior to refurbishment. **Action: CC** plus volunteers
- h) *Exterior ground maintenance*: It was agreed to speak to Ricky regarding tidy up and weeding of this area. **Action: CC**
- i) *Wall fairy lights*: New set to be purchased and hung permanently onto hooks on wall. **Action: CC/EM**
- j) *Annual review/appraisal of staff*: Carol to progress with Eric and Ewelina. **Action: CC**

Hall keeper report

A report on bookings and income from EM was pre-circulated:-

- a) *Report*: It was agreed that a report on rental income is good but some guidance is needed on the reporting format in order to inform the committee more fully e.g income by type of hire, maintenance work carried out or needed, . **Action: TH to discuss with EM**
- b) *Columba 1400*: Hall Keeper needs to ensure that the T&C's of hire are clearly explained to the organisers due to several cancelled periods in 2022. **Action: CC/EM/SG**

Fire risk assessment

a) CC reported back on the Fire Safety Audit carried out in the hall by the Scottish Fire and Rescue Service. In general, they were happy with the approach that had been taken using the Fire risk assessment tool but there were a few recommendations made in order to improve fire safety for the hall and hall users:-

- Improve emergency lighting available i.e.at all exits and toilets
- Carry out regular checks of Emergency lighting, purchase fish keys (done)
- Improve availability of firefighting equipment namely fire extinguishers and fire blanket
- Change back door lock from single key mortice lock to Yale type lock
- Create and make available a Fire action plan and Open Fire policy

- Carry out regular PAT testing (due now)

Action: CC/ EM

b) Amend existing hall documentation to reflect changes/improvements namely Client check list and hall handbook/manual. **Action CC and SG** to take forward.

4. Hall Refurbishment Report

An update on refurbishment progress was pre-circulated by EW and the following highlighted:-

- Kitchen refurbishment:* This work is now scheduled for 7-27 November 2022. **Action: EW**
- Additional work now added in:* **smoke alarms, fire safety measures, painting, flooring**
- Solar panels grant* (Let's Do Net Zero Community Buildings Fund): planning permission needed; recent precedents where installation granted in conservation areas. This is on hold for the time being as being too time consuming to pursue.

5. Treasurer's Report

An updated financial report was pre-circulated by TH and the following noted:-

The accounts are in a healthy position even with anticipated extra expenditure. e.g smoke alarm, flooring, paintwork etc. **Action: TH/EW**

Review our position re reserves available in 2023 and seek ways to reduce energy use. Potential to install a Smart meter to monitor actual usage.

6. Community Engagement Report

A progress report was pre-circulated by CC and the following highlighted:-

- Success of community events and engagement of the wider community over the summer.
- Change of date for next apple pressing to 30th Oct. Inform Wee Fair organiser. **Action: CC**
- CEG core group meeting (plus wider group) to be arranged soon. **Action: CC**

7. Galbraiths update:

- External repairs:* delays due to difficulties in getting contractors to do the work.
- Back stairs to loft:* Georgina Weston has suggested a less expensive solution to blocking the outside stairs to the attic is by using a series of large planters. The committee have agreed to this. **Action: EW**
- Cricket Pitch/'Acre Field':* This area still under the control of Tynninghame Estate. Galbraith's is drafting a written agreement with TVHC to take over responsibility for maintenance from Feb 2023. Once agreed, **EW** to meet those in village interested in taking on maintenance role.

8. Dunpender Community Council

A progress report was pre-circulated by DW and the following noted:-

- Traffic calming:* New gateway signs have been installed, but other works are pending.
- Dog waste bin:* This has been installed now with grateful thanks to DCC and ELC.
- Paths:* Tynninghame to Binning Wood path work starts this winter. New path between village and coast around north of Tynninghame House is still to be negotiated.
- Motocross events:* organisers must inform ELC before going ahead with such events.

DW, as DCC representative, will feed back these responses to DCC and keep TVHCC updated.

Action: DW

9. Website & Communications

A summary report on the TVHCC Hall Website was pre-circulated by SG.

It was highlighted that we now have our agreed quota of 8 weddings booked for 2023. Any further enquiries for weddings in 2023 need to be at the discretion of the committee.

The limit on the number of weddings is highlighted on the pricing guidance which is available to the hall keeper and all committee members.

Further discussion and clarification of this might be necessary. **Action: SG/EM/CC**

Newsletter

Forthcoming events will be updated in the calendar and circulated to the community in a newsletter. This was well received last month. **Action: AM**
Check and update subscriber list. **Action: CC/AM/SG**

10. Dates of future Committee meetings

The dates of the next Committee meetings will be:

November 21st

January 16th

March (AGM) 27th-TBC

11. AOB

Ali announced that the next Gardens Open Day at Tynningame House will be on Sunday 25 June 2023.

Consider hiring a cleaning firm for after larger events and including a charge for this.