

# Tynninghame Village Hall & Community Committee (TVHCC)

## Minutes of Meeting

Thursday 24 November 2022

In Tynninghame Village Hall

**Present** - Erica Wimbush (EW, Chair), Carol Crowther (CC), Shireen Green (SG), Ali McGregor (AM).

### 1. Welcome & Apologies -

Apologies were received from Tim Harper (TH), Danny Wight (DW) and late apologies from Eric Martin (EM)

### 2. Minutes and Matters Arising

**Minutes of the previous meeting were approved by EW and seconded by CC.**

Most items for action were already on the agenda.

### 3. Hall Reports

A Hall Management report from CC was pre-circulated and the following points discussed in more detail:-

- a) *Hall documents*: All Hall management documents have been reviewed and updated prior to sending to the committee for approval. Further edits are needed to the Terms & Conditions of hire. **Action: CC/SG**
- b) *Hall Handbook*: This will need updating to reflect any changes. **Action: CC**
- c) *Purchases*: A list of priority purchases is to be prepared and passed to the treasurer for approval. **Action: CC/TH**
- d) *PAT testing, Health & Safety checks*: These need to be progressed on completion of refurbishment. **Action: CC/EM**
- e) *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**
- f) *Volunteer rota*: This is still under review pending discussion with Hall Keeper **Action: CC/EM**
- g) *Defibrillator*: Discussion continues regarding the replacement/updating of AED and housing cabinet. **Action: CC**
- h) *Fire risk assessment*: Fire safety items and new fire logbook have been purchased. **Action: CC**
- i) *Kitchen and Shed organisation*: Inventory of all items to be done following refurbishment. Kitchen to be restocked with crockery etc and shed organised in a tidy manner. **Action: CC/EM** plus volunteers
- j) *Exterior ground maintenance*: It was agreed to speak to Ricky regarding tidy up and weeding of this area. **Action: CC**
- k) *Wall fairy lights*: New set to be purchased and hung permanently onto hooks on wall. **Action: CC/EM**
- l) *Annual review/appraisal of staff*: This has now been completed by **CC**
- m) *Communication*: This item needs fuller discussion with the Committee and the Hall Keeper. A more detailed paper to be circulated in advance of next meeting. **Action:CC**
- n) Letter from resident with concerns about lane blocking and access to garages at back of Hall to be acknowledged. **Action:EW**

### Hall keeper report

No report was presented.

### 4. Hall Refurbishment Report

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

- a) *Issues raised*: There are concerns about the rendering, roof and electrics. Further discussion regarding these will be needed when there is money available to address them. **Action: EW/TH**
- b) *Completion*: This has been delayed due to unforeseen issues. Apologies will be made to clients who have pre-booked and cannot access the kitchen. **Action: CC/EM/SG**

c) *Fridges*: The number of fridges being installed is to be checked. Action: EW

### **5. Treasurer's Report**

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

- a) *The accounts*: These are in a reasonably healthy position although a list for potential purchasing needs to be prioritised. **Action: TH/EW**
- b) *Marketing*: A budget is needed to market the refurbished Hall to new potential clients and customers. EW will check costs of producing a marketing leaflet with West Barns VH. **Action: EW/TH.**

### **6. Community Engagement Report**

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

- a) Success of recent events was highlighted.
- b) Discussion about forthcoming Christmas and Burns Night events. WhatsApp will be updated to include Hall party, Christmas carols at café, New Year pot luck lunch and Christmas windows. **Action: CC**
- c) Request made by Barbara Schofield for a donation to a charitable cause from upcoming wreath making event. **Action: CC**

### **7. Galbraiths update:**

**There was no update with Galbraith's since last meeting.**

### **8. Dunpender Community Council**

No progress report was pre-circulated by DW.

It was noted that a projector has been donated to the Hall thanks to **DW.**

### **9. Website & Communications**

- a) A summary report on the TVHCC Hall Website was pre-circulated by SG.
- b) Forthcoming events will be updated in the calendar and circulated to the community in a newsletter. **Action: SG/AM/CC**
- c) Check and update newsletter subscriber list. **Action: AM**

### **10. Dates of future Committee meetings**

The dates of the next Committee meetings will be:

January 16th

March (AGM) 27th-TBC

**AOB:** Ali has informed us that David Gillon has kindly agreed to donate funds for our Hall Christmas tree again this year.