

Tynningham Village Hall & Community Committee (TVHCC)

Minutes of Meeting Monday 31 July 2023 in Tynningham Village Hall

Present

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

1. Welcome and apologies

All Committee members present. No apologies received.

2. Approval of Committee minutes, 1 May

The minutes of the previous meeting were approved by SG and seconded by TH. All actions arising were addressed under other Agenda items.

3a. Hall governance

Public entertainment licence. [Application form](#) to be completed (IS). All Committee members asked to assess our need to apply for an [occasional alcohol license](#) for any community events when alcohol is served eg Christmas party, Bridge lunch.

Action IS, All

The Hall Client Checklist and the Village Hall Handbook have been updated with only minor amendments. All Committee members were advised to familiarise themselves with the Handbook. The updated version is available in [Dropbox](#).

Health & Safety and Hygiene checks are still to be reviewed. CC to highlight areas to check, EM to review. A definitive inventory and stock list remains a work in progress.

Action: CC, EM

Hall volunteers. Induction sheet has been drafted for new volunteers.

Dogs policy. The Committee discussed the need to update our current policy on excluding all dogs from the Hall apart from Guide Dogs. It was agreed to allow dogs and to set clear conditions with regard to the dog owners responsibilities. IS to draft re-wording of dogs policy for our website and the Terms & Conditions of Hire document. The Booking form will also need to be updated to ask if dogs will be attending.

Action: IS, SG

3b. Hall bookings

The Hall continues to attract a good level of bookings with 2023 rental income just under £13,000 (less about £1000 for refunds/cancellations). Income has been boosted considerably by the recent filming in the village (£7,625). Two weddings are booked for 2024.

Hall capacity. The Hall still has considerable capacity for regular rentals in the daytime during the week. TH offered to identify the main gaps in the calendar and to put a call out on Facebook and Instagram to local groups and tutors in the Dunbar and East Linton area, emphasising that our rental rates are negotiable for local groups/classes.

Action: TH

Hall booking systems. DG and EM had both done an initial review of possible online booking systems. Some interface with Google calendar and some have accountancy packages. Benefits include customer database, easy alerts and reporting and invoicing and payment tracking. Costs range from £120-£360 per year. DG, TH and EM agreed to work together to review which system might work best for us and how our pricing system might be simplified and to report back to the next meeting.

Action: DG, TH, EM

4. Finances

TH reported a healthy balance with cash at bank £15,742. Around £7-8,000 is available for Hall and village improvements and Hall maintenance.

The Committee discussed priorities for using these funds:

1. *Re-wiring the Hall.* Funds raised by the Bridge Lunch in Sept are earmarked as contributing to this. **TH offered to get a quotation for these works.** Andy Freeman was a suggested contractor.
2. *TVH Shed floor.* Galbraith will pay for this from their filming funds but we have agreed to contract the work. A quotation has been received from Andrew Macdonald Gale for £1518. **EW to send quotation to Galbraiths**
3. *Additional items* for Kitchen and toilets – eg hand sanitiser and paper towels. **CC to contact Andrew** about fixing items to kitchen walls
4. *Toilet flooring.* Laying a decent floor covering in the toilet areas is still outstanding from the toilet refurbishment. **IS to identify a decent floor paint.**

Action: TH, EW, CC, IS

Consultation. It was suggested that we canvass local residents' views about what village improvements to spend the film monies on e.g a new bench, football posts, etc. CC to canvass opinion via Tynninghame Whats App and Newsletter. IS to make a notice for the Bus Stop and noticeboard.

Action: CC, IS

5. Community Engagement

CC reported on community events recently organised and the future event in the pipeline.

- 8th May - Coronation Tea
- 19th May - Curry potluck pub night
- 9th June – BBQ pub night
- 25th June – Tynninghame House Open Garden teas
- 11th August - Potluck Supper Pub Night
- 20th August - Summer Fair. TH agreed for THVC funds to be used to buy prizes.
- 8th or 15th September - Pub Night
- 19th September - Bridge Lunch
- 17th September and 22nd October - Apple pressing.

The main changes to the planned programme are a change of date for community apple pressing (17th Sept instead of 24th Sept) and the lack of a ceilidh band for October.

6. Update on Galbraith's responsibilities

EW updated the Committee on Galbraith's progress on outstanding external Hall repairs:

- Chimney, guttering and roof repairs – Archie Thorburn has been contracted by Galbraith to carry out the work. Work is scheduled for 10 August for 2 weeks.
- External paintwork (all windows, 3 external doors). Ian Hume has been contracted by Galbraith to carry out this work in August (over same period as roof works)
- Re-surfacing back of Hall and lane – Ricky has been asked to do this using gravel after the film company have finished (August)
- The noticeboard has been re-painted by the film company.
- Planters for steps at back of Hall – 2 planters have been supplied and planted up with lavender by SG. We assume the planters will create a barrier to anyone climbing these hazardous steps

Galbraith will be allocating £2,000 towards village improvements from their payment from Mammoth Films for use of their assets in the village. They are proposing this goes towards re-flooring the outer shed and towards making a start on repairing and renovating the stonework.

EW, SG and JC met with Galbraith (Georgina Weston) in June to discuss the continuing community concerns expressed at the AGM about maintaining the village's common green areas. Georgina Weston offered to attend a community meeting and set out Galbraith plans for future property sales in the village and their continuing responsibility for the maintenance of the common green areas. It was suggested to hold this meeting in September, possibly combining with the Pub Night on 8th or 15th Sept. EW will liaise with Georgina Weston on dates.

Action: EW

7. Dunpender Community Council

DW updated the Committee on a number of local issues he is taking forward related to the Tynninghame community – footpaths, traffic calming, Mill Lathe water levels – as well as DCC matters of interest to Tynninghame residents – a consultation on the Local Place Plan, changes to the traffic flow on Preston Road, a possible EL Council pilot of Energy Efficiency in Tynninghame (a small sub-group formed), Resilience Planning.

Action: IS - Resilience Planning, CC - Newsletter - Local Place Plan consultation

8. Communications

Newsletter: Ali Mcgregor is still willing to continue with producing a Mailchimp newsletter covering news about TVHC activities, CEG events and wider local issues of interest. CC offered to liaise with Ali about news items for the next newsletter.

Action: CC

Website: EW to review Hall refurbishment web page and write a post about the community meeting.

Action: EW

9. Any Other Business

CC raised the issue of needing to find a new way of providing emergency cover for the Hall Keeper when he is not available. This matter was deferred to the next meeting.

Date of next TVHC Committee meetings 7.30pm in Village Hall.

- 25 September
- 20 November
- January tbc

Summary of action points

1. IS – complete public entertainment license application
2. All – assess need to apply for occasional alcohol licenses
3. CC and EM – review health safety and hygiene checks
4. IS and SG – update wording of Dogs policy on website, T&Cs and booking form
5. TH – advertise weekday booking gaps to local community groups vis social media
6. DG, TH and EM – make recommendations for online booking system and simplified pricing structure
7. TH - get quotations for Hall re-wiring works.
8. EW - send TVH Shed re-flooring quotation to Galbraiths
9. CC - contact Andrew about fixing items to kitchen walls
10. IS - identify a decent floor paint for toilet areas

11. CC - canvass suggestions for village improvements via Tynninghame Whats App and Newsletter.
12. IS - make a notice about suggestions for village improvements for the Bus Stop and noticeboard.
13. EW – contact Georgina Weston on dates for community meeting.
14. IS – liaise with Council on Resilience Planning
15. CC – liaise with Ali on Newsletter items – community meeting with Galbraiths, Local Place Plan consultation, suggestions for village improvements
16. EW - review Hall refurbishment web page and write a post about the community meeting.