



Tynningham Village Hall and Community Committee Meeting
Monday 19th May
Tynningham Village Hall
7.30pm – 9pm

1. Welcome and apologies. (IS)

In Attendance: Sophie Wild, Ian Staples, Adam Stockwell, Carol Crowther, Danny Wight

Apologies: Robert Hyndman, Tim Harper

- **New office bearers - Chairperson. Treasurer & Secretary**

Chairperson: Ian Staples

Treasurer: Tim Harper

Secretary: Sophie Wild

- **Trustees**

Rob Hyndman, Danny Wight, Adam Stockton, Carol Crowther

Dunpender Community Council Representative: Danny Wight

Community Engagement Group Lead: Carol Crowther

- **Re-affirm and review interim hall keeping, booking & Invoicing arrangements**

The interim arrangements are working well, with Carol currently overseeing hall keeping and Sophie managing bookings and invoicing. There have been no issues with the current setup, which will remain in place until roles are clearly defined and recruitment can take place

2. Approval of minutes of the meeting held on 10th February & AGM (IS)

Including any outstanding matters arising not covered elsewhere on the agenda:

- *AGM 11th April 2025 - Minutes are in draft until next year. Committee agreed it was a correct representation of the meeting. Draft Version will be added to the website.*

- 10th February 2025 – Board Agreement the minutes are a correct representation of the meeting.

3. Note Items to be held over for next meeting (due to time constraints)

a. Treasurers Report,

- i. No report

b. Dunpender Community Council Report,

- i. No pressing issues to report
- ii. East Lothian Council are currently having a consultation re. parking fees in East Lothian town.
- iii. East Lintons walks map has been sign off by the Community Council and will be available soon.
- iv. Danny is continuing to Lobby to change speed limits within the Village – Later this week is a phone call with road officer for advice on how to proceed in lobbying the roads department.

c. Tynninghame community heat project – Decarb Tynninghame

- i. No further update since the AGM

4. Hall Management

a. Bookings, pricing and calendar update (SW)

- i. 4 Weddings booked for 2025
- ii. Committee feel the externals of the hall needs tidying ahead of next Wedding.
- iii. Charity Support
 - 1. TVHCC have agreed to support Haddington Swim Club on the 1st June to Fundraise their French exchange programme.
- iv. Updates to Cancellation policy:
 - Any bookings cancelled within 28 days of event can be re-scheduled or forfeit their deposit.
 - Any bookings cancelled within 7 days will forfeit deposit.
 - Community Enterprise Bookings: If cancelled within 7 days of event, Cancelled hire cost is forfeited.
- v. Confirmation of Seating Capacity
 - Community events – 50 people Seated
 - Private Events – 70 People Seated
 - All Events – 100 People Standing
- vi. Post event clean up cost – Committee Agreement of £250. Committee will review this periodically.
- vii. Security Deposits – Committee currently don't feel security deposit is necessary for events, negating requirement to provide

refunds after the fact which would require more admin time from committee members to manage deposits. This can be re-assessed in future if required.

- viii. Suggestion for Curtain rail across Toilet door to hide doors during events such as weddings. Eyelets to be fitted and curtain rail made available should a hirer wish to hide doors for photos.
- ix. A number of businesses have contacted advising of services they provide for weddings. Sophie to put together a suppliers list of local businesses.
- x. Weddings – As we have less than our 6 Weddings this year, to advertise availability for 2 further weddings in 2025, at suitable advertised times so not to cause inconvenience to village. This will be Advertised on Facebook and Website.

b. General hall maintenance (CC/All)

- i. Awaiting confirmation of Music License Payment
- ii. Yale Lock Snib to be fixed to prevent sticking

c. Window washing

- i. Hall windows have been cleaned – Very impressed with Window Cleaners – GWD Window Cleaning Specialist - Secondary glazing is screwed in, despite this price was not affected.

d. Bins

- i. We have an abundance of bins which have been thinned out with extras put in the shed, if any are not used over next couple months we will seek to reduce amount of bins we have.

e. Inventory (CC/SW)

- i. An Inventory has been completed and is made available to hirers when requested.

f. Hall improvements -priorities for 2025/6 (all)

- i. Log burner – More details below.
- ii. General tidy up of hall inside and out.

g. Flooring (IS)

- i. Hall flooring quotes have been sought from GL Flooring. Currently we have funds available for this so should the floor get to a point it needs replaced we are ready.

h. Painting - hall, toilets

- i. Hall requires a freshen up paint with a Request for Volunteers to assist in Painting
- ii. Paint shed now do deliveries to Tynninghame

i. Installation of a Log burner (IS & TH)

- i. East Lothian Historic Buildings officer has No Problem with a log burner being installed
 - A. Speak to East Lothian planners to ascertain requirements for planning permissions
 - A. Speak with Galbraiths to ascertain permission to upgrade fire
- ii. **Future Action** – Village Survey to find villagers feelings to changing open fire to Log Burner
- iii. **Future Action** – Update and review Quotes from Stove companies
- j. **Any other**
 - i. Logs – Ian will order logs when required
 - ii. New notice board is up
 - iii. Bus shelter bench is a work in progress, the bench is requiring more paint stripping than expected.

5. Hall Governance

- a. **Handbook progress**
 - i. Handbook is a work in progress, Committee are still reviewing the current document, awaiting comments and feedback.
- b. **Health and Safety inc. Pat testing & Fire check**
 - i. Pat Testing to be arranged.
 - ii. Hall Fire assessment to be arranged.

6. Matters Arising from the AGM

- a. **Parking in the village (AS, All)**

Issues raised at AGM about cars and drives being blocked, parking spaces being taken, concerns from people without designated parking

 - i. Requirement for Hall, Café and Villagers to coexist.
 - ii. TVHCC would be happy to support the formation of a group of proactive villagers who wish to come together to explore and develop solutions to parking issues, including providing a venue for their meetings. Initial meeting to identify parking group holistically looking at potential solutions to be arranged.
 - iii. Community council can assist in taking recommendations to council, however overwhelming consensus does not necessarily mean it will be implemented if doesn't fit with their policy.
 - iv. Safety issues: Parking on the turning circle, Parking Infront of bus shelter, Parking on both sides of the street.
 - v. Potential of Chicane parking to assist in parking issues as well as slowing down traffic

b. Issues / concerns with the estate-maintained areas e.g. hedge & grass cutting, tree maintenance (All)

- i. Confirmation that the committee have the capacity to represent general issues affecting the village as a whole but not individual issues.
- ii. Planting of new trees at the front of Village Hall
- iii. Planting of trees on Tynninghame house road – Previous trees died because of broken drain underneath which affected the trees.
- iv. Mowing of Football pitch

A. *Chair to have conversation with Galbraiths re. all of the above*

7. Community engagement updates

a. Events (CC)

- i. CEG Next meeting is scheduled for Monday 26th May.
- ii. BBQ Pub Night is 13th June.
- iii. August Fair – Date TBC – To be decided if for Villagers only or opened up to all.
- iv. Bridge Lunch – Tuesday 16th September – Hall Fundraiser
- v. Harvest Lunch alongside Tynninghame Community Farm – Dates TBC
- vi. Wreath making 2025 will not be taking place due to no available volunteers. This is solely an issue for 2025 and will return in 2026.

b. Benches (DW)

Replacement benches currently being organised

c. Hall Notice Board (IS)

- i. New notice board has recently been fitted
- ii. Made in East Lothian had a certificate for trading in previous notice board that is no longer useable. A new copy of trading certificate to be requested.

d. Bats and Wasps (IS)

- i. Awaiting confirmation of Chemicals safe to use however any issues in future, we are to ensure professionals are advised to use bat friendly chemicals

e. Tree Planting (IS),

- i. As per item 6B

f. Bus Shelter as village hub reinstatement inc Maps (CC/IS)

- i. Committee recognised it is nice to have back
- ii. Broken picture frames have been replaced and rehung, Costs covered by TVHCC

- iii. Committee wish to Thank Rhys for putting up the swallows shelf.
- iv. New East Linton walking map will be put up when available.

8. Any other business

- a. Hall Wifi is very slow in comparison to other parts of village. *Look into potential of upgrading or changing to another provider.*
- b. Fairy Lights in hall are currently not working, Sophie to fault find.
- c. AGM Minutes & missing Finance reports uploaded to website when available.
- d. TVH Branded Keyrings have been sourced for the Front, Back and Shed door keys.
- e. Due to the increase of Dog Poo being left around the village, Dog poo clean up Posters and dog poo bags have now been provided throughout village.
 - Noticeboard: Sign encouraging Clean Up after dogs
 - Bus Shelter: Poo bags and Sign.
 - Cricket Pitch Bin: Poo Bags and Sign.
- f. Carol has been nominated for Community Champion of the year 2025 for the amazing work she does in facilitating activities for the Village

9. Date of next meeting

- a. 4th August 7.30pm