



Tyningham Village Hall and Community Committee Meeting

Monday 4th August 2025

Tyningham Village Hall

7.30pm - 9.30pm

1. Welcome and apologies. (IS)

In Attendance: Ian Staples, Tim Harper, Carol Crowther, Sophie Wild, Rob Hyndman, Danny Wight

Apologies: Adam Stockwell

2. Approval of minutes of the meeting held on 19th May (IS)

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

Minutes for the 19th May 2025 were emailed out shortly after the meeting, they now need to be added to the Dropbox.

Board Agreement the minutes are a correct representation of the meeting.

Proposed Ian, Seconded: Danny

3. Note any Items to be held over for next meeting.

Decarbonise Tyningham Update due to time restraints

4. Hall Management

Review of Hall Management Arrangements

Currently Sophie and Carol are happy to continue in their current capacity as Events Management and Hall Maintenance.

Going forwards both are looking to formalise and document the roles to enable recruitment with a full job specification.

CC is unavailable towards the end of the year and so will draw up a List of requirements of the Maintenance role for the committee to ensure all aspects are covered.

Various infrequent tasks will also be offered to any other willing hall volunteers for task owners to take on.

Bookings and calendar update (SW)

2025 has 4 weddings booked out of the Max 6, and currently 2026 has 1 Wedding Booked in. The events are a good mix between Classes, private hires, Community events.

Equipment hires are not being advertised but word of mouth has increased the number of people requesting these.

Future event: An evening with SophieAnnabell is being organised as a Fundraiser for the Hall by splitting income % tbc to cover the expenses of the Singer, Sophie. This event is planned to be an intimate live music event, with snacks, BYOB and Candlelit ambience.

*The hall currently has 5 small bistro tables. **REQUEST:** Is there scope to increase this amount for more events like this? Committee agreed to look into possibility of hiring tables such as these or seeking free ones from various recycling/upcycling places. Our current ones were free ex- school exam tables. Cost to purchase new is not accepted expenditure currently.*

Potential new Recurring class booking is being discussed, a weekly Dog Training class, covering 2 classes over 2 hours. Currently Monday is our only available evening, this then also enables the Tuesday Hall Clean to catch anything the hirer misses prior to the rest of the week events.

Discussion re. Instalments for hall hires, No issue with this, as this does not increase financial risk in any way.

- General hall maintenance (CC/All)

CC is currently carrying out Hall Maintenance, checking on hall after hires etc. CC requires these additional duties to be covered during holidays. There has been a low uptake from Hall volunteers to assist

Action - CC to write a list of duties, so that Committee can ensure all is covered. DW has availability and happy to take on duties for the short term.

There has been an increase in Broken plumbing recently, we do now have a great Plumber who fixes quickly for a very reasonable price.

Awaiting Invoice from Plumber for his work, will send to TH when received.

ML has offered to run the village whatsapp whilst CC is not available.

Faulty Fairy lights have been fixed

There are some Cracks in kitchen windowsill tiles, these have had a temporary fix

The side gravel drive has suffered some pooling water, due to main street drains.

ACTION – IS to ask Galbraiths to speak with Council to get the main street drain looked at as it is not coping.

ACTION - DW to bring up with Council as Community Council Member.

Drains possibly responsible for the damp in toilets/store room. Additionally, possibility the toilet that was the store room has not been capped off properly, leading to the smell.

Painting - hall, toilets

Dates for Painting Discussed.

ACTION - Kitchen Floor to be painted first, Johnsons floor paint with 6 hours drying time – DW & IS happy to complete this job.

Dates Suggested: Weekends in September.

Toilets repaint will be a bigger job, to avoid outer walls due to damp. Dates for this to be decided through Whatsapp Poll.

ACTION – Create Whatsapp poll with possible dates.

Dates Suggested: Weekend of 11th & 12th is the only free weekend for the hall in Oct.

Hall Touch ups requires a colour match to the current colour. Future Date TBC

ACTION – Colour Match current hall colour

With the number of Hall hires the hall gets, Committee agreement that the Hall needs a higher frequency of deep clean, or an increase in regular weekly cleans. CC to speak with Eveline re. increase in hours.

Chimney is due its yearly sweep in October

Action - contact Clean Sweep Prestonpans.

Hall improvements - priorities for 2025/6 (All)

I. Broadband Improvement (RH/SW)

TH to contact Lothian Broadband to request better broadband service

II. Social Space Concept – Early Stage Exploration (SW/RH)

RH would like permission from TVHCC to apply for a Members Bar license similar to a bowling club to develop a social calendar for villagers.

Entry would only be for members. Members would be limited to those houses that receive invites to the annual Christmas Party, and their guests. This would allow a small pop up bar to be created, with alcohol sold at high competitive prices, to create social gatherings outwith the current community events and pub nights. E.g. during Wimbledon, football world cups, rugby world cups, Eurovision etc. to stream these events on the projector and offer a drop in for anyone who wishes to watch these events with other people, or just to talk to other people in attendance.

Committee unsure if this would be utilised as current community BYOB pub nights have dwindling numbers, so giving people option of purchasing alcohol when they can bring their own is unlikely to work.

ACTION – *Apply for separate occasional licenses going forward to see if this concept is utilised.*

Occasional licenses require in advance planning of over 42 days, so the short term spontaneity of events wont be able to be gleaned, however this will be a good way of seeing if people wish for this on their doorstep without the challenge if broader public access.

iii. Installation of a Log burner - Early Stage Exploration (IS & TH)

East Lothian Council have said this may be possible, however requires an application for Listed Building Consent. IS has tried to do this, however has had it rejected twice due to incorrect documentation. This now requires someone with architectural planning knowledge to present it which costs money.

Current installation investigations will be re-sequenced so not to spend money when not required.

ACTION – *Google Forms Survey to be Created - IS to discuss*

This will be distributed through Newsletter mailing List, Available for completion on Hall Website, Sent out to community whatsapp and emailed to all current, and previous 6 months of hall users. Providing pro's and Cons' of a log burner in the hall, and if the majority of responses request a log burner, which kind they would like.

There has been correspondence from both villagers and hall users, expressing views both for and against the installation of a log burner. The committee will make the final decision on whether to install a stove, but this will be informed by a written consultation with the village and hall users. No change will be made unless there is a clear majority in favour of installing a stove.

5. Treasurers Report (TH)

Cash balances good.

We have £8k-£9k Ringfenced for Hall maintenance.

6. Secretary Report (SW)

OSCR has new rules whereby details of all Trusstees must be gathered and entered into OSCR website.

ACTION – SW to send out requirements list and then enter into Website

Some events have requested parking on the grass at front of hall with food trucks etc. An offer has been made to purchase rubber mats for grass protection for a discounted price / reasonable donation.

ACTION – CC to look into accepting offer.

Online Presence

New website is going well. Theres a Wedding Page detailing the exclusivity of TVH.

New Newsletter subscriptions received.

Website FAQs

Received a request from a villager to add a FAQ re. use of outdoor space.

ACTION – Add FAQ to website re. use of green space

Future pest control Plan

There has been a request from a villager to create a policy detailing how TVHCC will deal with any pests ensuring the protecting of the Bats.

ACTION – Policy to be created providing info on how TVHCC will seek to ensure all products used in the hall for pest removal are approved for use with BATS.

7. Dunpender Community Council Report (DW)

DW with Community Council has been Petitioning East Lothian council for a reduction in Tynninghame's speed limit. DW has requested endorsement from TVHCC.

8. Tynninghame community heat project – Decarb Tynninghame (IS/DW/SW)

Updates can be found on Tynninghame Village Hall website.

9. Hall Governance

a. Handbook progress

Hall Handbook review has been completed –

Action - Send around for sign off – To then be made available in the Hall for all users.

- b. Health and Safety inc. Pat testing & Fire check
Hall PAT testing has been completed, all is good.
CC still looking to get Fire Assessment completed, currently struggling to find someone with availability to complete.

10. Community engagement updates

- a. Events (CC)
Pub Night – 5th September
Apple Pressing – 28th September
Pub Night with Wine Challenge and Live music – 10th October
- b. Benches (DW)
Should be installed shortly. CC to personally update those who have a particular interest.
- c. Hall Notice Board (IS)
No Issues
- d. Bats and Wasps (IS)
No Issues
- e. Tree Planting (IS),
No Update,
- f. Bus Shelter as village hub reinstatement inc Maps (CC/IS)
The Bus Shelter Bench is currently getting a refresh and will be returned Soon.

11. Any other business

- a. Expense request for Dog Poo Signs
There has been an increase in people leaving behind their Dog poo on the Village Greens and so signs have been put up requesting people clean up after their dogs. Expense request to refund cost of signs.

b. Community Meeting with Galbraiths – Talks are being had to facilitate a Galbraiths attending our November pub night for an open discussion with the village on any pressing issues. Questions are requested to be sent in to TVHCC in advance to help in insuring full answers can be provided on the night.

c. IS is looking to stand down from elected role at the next AGM due to time constraints, for remainder of year CC has agreed to assist and learn ropes as step in Co-Chair.

12. Date of next meeting

6th October 2025.

Anyone wishing to attend is requested to notify TVHCC at least 2 Weeks in advance by emailing Secretary on TynninghameVillageHall@gmail.com