



Tynningham Village Hall and Community Committee Meeting
Monday 6th October 2025
Tynningham Village Hall

7.30pm - 9.30pm

1)	Welcome and apologies.	Chair
2)	Approval of minutes of the meeting held on 4 th Aug <i>Including any outstanding matters arising not covered elsewhere on the agenda:</i>	Chair
3)	Hall Maintenance Review a) Refresh of Painting i) Kitchen Floor ii) Toilets iii) Main Hall b) Fire Assessment c) Hall Management Arrangements	CC
4)	Hall improvements a) Broadband Improvement (TH) b) Log Burning Stove Survey	
5)	Hall Bookings a) Charity Event Support b) Upcoming Events c) Wee Fair Proposal	SW

6)	Treasurers Report	TH
7)	Dunpender Community Council Report	DW
8)	Tynninghame Community Heating – Decarb Tynninghame	SW
9)	Hall Governance a) Hall Handbook Review (SW)	
10)	Community engagement updates a) Events i) Village Bonfire ii) Christmas Activities b) Cricket Pitch Bench (DW) c) Fundraising Funds Allocation	CC
11)	Note any Items to be held over for next meeting a) GDPR Compliance	Chair
12)	Any other business a) TVHCC WhatsApp Group b) Constitution Review c) New Trustee Induction Process d) Galbraiths Meeting	Chair
13)	Date of next meeting	Chair

Action Tracker

Minutes	Item	Action	Owner
May 25	4. a. ii	Speak with Estate re. community areas Grass Mowing	Ian Staples, Sophie Wild
May 25	4. a. viii	<i>Eyelets to be put up and curtain rail made available should a hirer wish to hide doors for photos.</i>	Carol Crowther
May 25	4. a. i.x	<i>Put together a suppliers list of local businesses</i>	Sophie Wild
May 25	4.h	Source Paint for Interior Walls and Front door	Ian Staples
May 25	4.h	Request assistance from Volunteers for Painting	Carol Crowther
May 25	6. a. ii	Facilitate initial meeting to identify parking group to holistically look at potential solutions	Adam Stockwell
May 25	6. b. iv	Conversation with Georgina at Galbraiths re. Estate maintained areas.	Ian Staples
May 25	7. b	Follow up with Bench Builder	Danny Wight
May 25	7. c. ii	Request a new copy of trading certificate – Wee Fair	Sophie Wild
May 25	8. c	Upload AGM Minutes and Finances to website when available.	Sophie Wild
Aug 25	4.	CC to write a list of duties, so that Committee can ensure all is covered	Carol Crowther
Aug 25	4.	Ask Galbraiths to speak with Council to get the main street drain looked at as it is not coping.	Ian Staples
Aug 25	4.	DW to bring up drains with Council	Danny Wight
Aug 25	4.	Create Whatsapp poll with possible dates.	Sophie Wild
Aug 25	4.	Colour Match current hall colour	
Aug 25	4.	Contact Clean Sweep Prestonpans.	
Aug 25	4.	Contact Lothian Broadband to request better broadband service	Tim Harper
Aug 25	4.	Google Forms Survey to be Created	Ian Staples
Aug 25	6.	OSCR Personal Details request for Website	Sophie Wild
Aug 25	6.	Acquisition of Grass Protection Mats	Carol Crowther
Aug 25	6.	Add FAQ to website re. use of green space	Sophie Wild
Aug 25	9.a.	Send out revised Hall Handbook for sign off	Sophie Wild
Aug 25	9. b	Organise Fire Assessment	Carol Crowther
	4. a. ii	Mow front grass and removal of traffic Cones.	Ian Staples
	4. a. x	Advertise wedding availability on Facebook and Website.	Sophie Wild
	4. h	Find a 2 Day Gap in the calendar for painting	Sophie Wild
	4.i	Speak to East Lothian planners to ascertain requirements for planning permissions	Ian Staples
	5.b	Organise PAT Tester	Carol Crowther
	8. b	Fault find fairy lights and report back with solutions	Sophie Wild
May 25	4. i	Speak with Galbraiths to ascertain permission to upgrade fire	Ian Staples
Aug 25	4.	Kitchen Floor to be painted	Ian Staples, Danny Wight
Aug 25	2.	Add May 2025 meeting Minutes to Dropbox	Sophie Wild
May 25	8. a	Upgrade or Change broadband for faster speeds	Rob Hyndman