

EDDLESTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of meeting held on the 20th May, 2008

Attendees: Stuart Walker (chair), Robbie Smith, Margot Porter, Janette Dunlop, Vivienne Wilmut, Fiona Holmes, Harriet Witson, Kevin Holmes

Apologies: Tom Anderson, Sylvia McKinlay, Billy Nicholson, Rosemary Cowie, Judith McGee, Roddy Smith.

MINUTES

1) Previous Minutes

Accepted.

2) Car Park/Bins

Bin area now fenced in. SW has moved the recycle bins into the area. Closed..

3) Major Private Donation

Cheque was received from John Campbell. Money has been banked and article sent to the Peeblesshire News, which they printed, but without the photograph.

KH has sent letters to John Campbell, David Reid and the anonymous donor to thank them and provide updates.

4) Cleaning & Maintenance

The tap unit in the disabled toilet is beyond repair and needs replacing.

KH/SW to address.

5) Private Parties

Due to the extended works, there will be no need to refuse bookings during the school holiday period.

6) Extension of the Hall

RS gave an update on progress:

The toilet cubicles are due in the next week. There were problems with the colours, but these are now resolved.

The kitchen is also due to commence fitting next week, including the plumbing.

The contractor has tried to claim additional costs, but we have rejected their claim. The final cost will be as per the last costing report.

There is a damp smell in the kitchen. **RS to speak to the contractor to get it dealt with.**

SW to get a quote for painting the exterior once it is completed.

Mr. Weeks has given permission for the trees on his land that overhang the roof of the extension to be cut back. **RS to contact Ted Radford to arrange.**

The committee agreed to obtain separate costs for the heating so that if we fail to obtain the other funding that has been applied for we can complete the installation before the Winter.

JD contacted Mr Reid and he has agreed to store the benches and seats from the storage room. John Smellie currently has them stored.

JD to find out whether the benches are required for the Horticultural Show in September.

7) Fund Raising for Phase III (Heating and Insulation)

A new funding source has become available. SW/KH met with the representative of the Scottish Rural Development Fund and are preparing an application for £150k to complete the project, including; car park, windows, lighting, back room refurbishment, heating, insulation, riverbank.

All to suggest ideas for future fundraising events once the hall extension is complete.

8) Hall Cleaning

New cleaner appointed. Closed.

9) OOSC

Cheque for cooker received from OOSC.

10) Compliance with OSCR Regulations

Closed.

11) Baby Changing Facilities

The Nursery and Mother and Toddlers groups requested the provision of baby changing facilities. The committee agreed to support the request as long as the organisations funded the £175 cost of a changing table themselves. The unit would be located in the disabled toilet.

MP agreed to raise the matter with the Community Council to see if they could contribute toward the cost.

12) Kitchen

The committee agreed to put signs in the kitchen with “rules” for users to comply with.

13) Storage

The committee will define what storage space will be made available for each user group.

14) Next Stage of Refurbishment

All were asked to come to the August meeting with ideas or requirements for the interior design of Stage 3.

15) Annual General Meeting

The committee agreed to hold the AGM at the end of September. The date will be published in due course.

16) OOSC

The OOSC are approximately £600 in arrears of hall charges.

FH to work with their committee to agree the exact arrears and establish a payment plan.

17) Duck Race

SW thanks the team that provided the catering for the duck race fundraiser for their excellent support.

The next meeting was scheduled for Tuesday 26th August, 2008 at 19:30.

Agenda will be:

- **Previous Minutes**
- **Ideas/requirements for Stage 3**
- **Opening ceremony**
- **Progress reports**
 - **Extension**
 - **Funding for Phase 3**
- **Fundraising**
- **Heating – decision whether to use the contingency plan**
 - **Closure of hall for works**
- **AGM date and agenda**
- **AOB**

The meeting closed at 20:25.