

## Craignure Village Hall & Community Centre (CVH)

17<sup>th</sup> August 2023 2pm

### Minutes

#### 1. Welcome & Apologies

##### Present

Karen Adkinson – KA                      Glenys Berryman – GB                      Fiona Langton Treasurer - FL

Sue Morrissy Chair – SM                      Jill Muchall – JM                      Pete Morrissy - PM                      Andy Oldacre – AO

Diana Oldacre – DO                      Jen Swift – JS

##### Apologies

None

2. Approval of last minutes - Minutes proposed by JS and seconded by KA. SM requested AO to uplift Minutes to Website

#### 3 Actions and matters arising from the last meeting

1. SM & JS to arrange becoming bank signatories – JS & SM have visited bank and are now signatories – ACTION COMPLETE
2. FL & JM to monitor information concerning PRS/PPL Licences - Ongoing
3. SM to obtain temporary PEL for ceilidh – Temporary PEL for Ceilidh obtained – ACTION COMPLETE
4. PM to report update re liaison with Andy Electrician and hall lighting - Ongoing
5. SM to liaise with PP re modernising legal structure for the future - Ongoing
6. JS & KA to update CVH HSE H&S Document & Matters Arising document when IOMWT PAT testing etc complete – Document updated, IOMWT PAT testing complete
7. AO to design poster for Ceilidh – Poster designed & distributed – ACTION COMPLETE
8. SM to arrange for PM posters to be printed & distributed as before – Poster distributed – ACTION COMPLETE
9. SM to send survey to all members for their comments before circulation on website, FB and other mediums – Not yet done - ongoing

10. AO to arrange change of name for wifi – Name changed ACTION COMPLETE
11. Kitchen refurbishment to remain as an ongoing action – see Item 8
12. SM to contact Chris James to ascertain if any objections re Morrisons Click & Collect service – Done Chris James has no objections – ACTION COMPLETE
13. SM to report re Coop Community Funding application – Application completed and submitted now awaiting outcome. Item 9
14. JS to look at National Lottery Funding – JS listed application options and it was decided to form a sub-group - Grant Application Group - specifically to look at funding comprising JS, GB, KA and JM
15. SM to arrange the invitation to Mrs Berryman – SM invited GB now present at the meeting
16. JS to report re follow up meeting with IOMWT – see Item 10

#### 4. Treasurer's Finance Report FL

FL reported balance of £31,682. FL queried different monthly payments re Scot.Net and AO responded. FL suggested that some of our balance could be held in a savings account as interest rates were good at the moment. Committee members agreed

#### 5. Maintenance Worklist Update KA

1. Kitchen Deep Clean – Ongoing – see Item 8
2. Velux Windows Repair – Most leaks have been stopped. A few drops have come from the Velux above the door to the store. We await horizontal rain to check for further problems.
3. Hall Heating Elements – Ongoing, Sept date set to look at sockets
4. Damaged Floor main hall – awaiting confirmation roof has stopped leaking. Funding required
5. Interior walls require painting – Paint has been purchased, work to commence ASAP
6. Entrance/corridor/kitchen floors require steam cleaning - Ongoing
7. Lack of Plug Sockets – See Item 3 – Item 7 to be merged with Item 3
8. Hearing Loop - Awaiting someone to check the loop works with hearing aids.
9. Stage Newel post to be replaced – Posts have been fitted – ACTION COMPLETE

#### 6. Policies

No updates. Policies to be printed and kept in Folder in kitchen so they can be accessible to anyone who requests them

SM to arrange folder in kitchen for policies

#### 7. Events

August 13<sup>th</sup> Producer Market (PM) had 11 Producers with only £31 taken on the Tea Stall. It was reported that visitors tend to purchase items from cake Producers and then sit down to eat rather than purchase cakes from the Tea Stall. It was suggested the tea stall on future markets will only feature tea/coffee/biscuits for £2. SM reported that to date the PMs had generated over £1300 to

the finances of the hall. SM suggested that next year's PMs would be held on the first Sunday of the month to coincide with Torosay Garden opening days. Next PM is Sept 3<sup>rd</sup> which is the last of the summer markets

SM to produce list of dates for 2024 PMs

SM to arrange printing & distribution of posters for Sept 3<sup>rd</sup> Market

Summer Ceilidh – All agreed the Summer Family Ceilidh had been a huge success and each Group (CBCG and Craignure Village Hall & Community Centre) had benefited by £761 each. SM requested that someone else volunteered to apply for the temporary PEL for New Year 2024 Ceilidh and JM agreed to do so

Community Café – Working well and raising much needed funds for the hall. We now have additional volunteers to help with serving in the Café.

JS to arrange separate meeting to discuss baking requirements/expenses for Community Cafe

## 8. Equipment

Kitchen - JS reported that with SM she had met a representative from Howdens who would be sending through a plan and quote for new kitchen. This could then be the basis for funding applications.

JS to report when quote received from Howdens

Decorating – Ongoing item

Square – PM had purchased a Square to take card payments in relation to Community Café, Producer Market and any other event where customers would like to use card instead of cash

## 9. Funding

Awaiting results of Funding application to Coop Community Fund

SM to report when results known of Funding application to Coop Community Fund

## 10. IOMWT

JS updated the Committee with details of meetings held. IOMWT are discussing with their members how they can work within one Committee Room. Further meeting to follow Weds 23<sup>rd</sup> August

JS & SM to report re follow up meeting with IOMWT

## 11. Calmac

SM stated she had been approached by Calmac to ascertain if the Village Hall could be used by Calmac customers to provide teas, coffee and shelter in the event of a cancelled ferry. SM said that in principle this seemed a good idea but the details would need to be discussed.

SM to report further on Calmac consultation

## 12. Caretaker & Maintenance Report

Leaking Velux windows – first phase of sealing ridge tiles, the insertion of expanding foam applied. Waiting on Dave to have time to apply tape, if we can. Difficult position to apply and surface has to be ultra clean. No moss. Moss killer has been applied.

Power sockets, uplighters and floodlights. Have emailed Andy again to arrange bookings for these.

Third women's toilet not filling. May replace cistern or ballcock, as required, after getting Dave T to look at why that particular toilet fills so slowly when it does fill. Awaiting Dave T.

Overhead light in corridor not firing. OES person will fix.

Have acquired wireless microphone headset for sound system. Works perfectly but need someone with a hearing aid to confirm loop works as well. Have ordered lapel microphone.

Chubb have quoted to fix 'STD BULKHEAD LED MAINTAINED'. Back up lighting failure. £284.01. No idea what it is referring to. Will meet Chubb next time they visit to explain. Awaiting Chubb visit.

### 13. AOB

SM stated that while at the hall she had been requested by a member of the public for sanitary products. As we had none PM arranged for an order to be placed through Argyll & Bute

SM reminded that committee positions of Deputy Chair, Secretary, Minute Taker were still vacant

SM reported that she had been asked by a resident if we would consider a Market in the hall for Young People to sell goods they had made/created/produced or simply outgrown. Committee agreed it was a good idea.

**SM to arrange poster for Young Person's market to gauge interest**

14 Date of next meeting – Thursday 2pm 5<sup>th</sup> October 2023

Actions

1. FL & JM to monitor information concerning PRS/PPL Licences
2. PM to report update re liaison with Andy Electrician and hall lighting
3. SM to liaise with PP re modernising legal structure for the future
4. SM to send survey to all members for their comments before circulation on website, FB and other mediums
5. Kitchen refurbishment to remain as an ongoing action
6. JS to arrange funding sub-group comprising herself, KA, JM, GB
7. SM to arrange folder in kitchen for policies
8. SM to produce list of dates for 2024 PMs
9. SM to arrange printing & distribution of posters for Sept 3<sup>rd</sup> Market
10. JS to arrange separate meeting to discuss baking requirements/expenses for Community Café
11. JS to report when quote received from Howdens
12. SM to report when results known of Funding application to Coop Community Fund
13. JS & SM to report re follow up meeting with IOMWT
14. SM to report further on Calmac consultation
15. SM to arrange poster for Young Person's market to gauge interest