**Reston Village Hall – Charity Number: SC029434**

**MINUTES OF RESTON VILLAGE HALL MANAGEMENT COMMITTEE MEETING**

 **17/04/2019, 1 pm to 3 pm, Reston Village Hall**

**Management Committee Members –** Denise Crerar-Torr (DCT) Joint Chair; Anne Barrett (AB) Joint Chair; Dave Torr (DT) Treasurer; Julie Gregory (JG) Minutes Secretary; Kelly Mosscrop (KM); Lisa Dundas (LD); Mary Crawford (MC) ; Anne Casey (AC).

**1. Attendance**

**Apologies** received from: – **KM and AC** (will arrive about 2pm). All other committee members present.

**2. Previous minutes: -** 20/03/2019 meeting minutes accepted as accurate.

**Action: -** Minutes (20/03/19) to be put on display inside Village Hall and on village website.

**Who: -JG**

**3. Matters arising from previous minutes (20/03/19).**

**i) Thank You cards: - DCT** brought two ‘Thank You’ cards for the committee to sign. These will now be sent off to HJ and CF.

**Action:** Thank you cards to be sent to **HJ** and **CF** for keeping the village hall running.

**Who: DCT**

**ii) Under stage clear out: -** Only one quarter of the space under stage sorted and cleared. A number of damaged card tables, a number of canvas and metal chairs (brown) and a sound system were found**. AB** advertised the metal and canvas chairs for sale at £5 each. All chairs were sold, generating £220 towards hall funds; broken tables disposed of and sound system checked. A further date needed to sort rest of space under stage.

**iii) Chair re-upholstery: - AC** has not been able to contact Re-Tweed yet.

**iv) Exercise Taster Session: - DCT** has not been able to contact the leader yet.

**4. Treasurers Report: - (DT)**

**i) Income and Expenditure as at 17/04/19:** - **DT** reported that the accounts for the year ending 31/12/2018 had been checked and approved by BAVS and the information had been sent to OSCR. **Total Income for the current year ending 31st December 2019: -** £3,016.00

This includes hall rental payments, donations, cash from book sales, sale of chairs and bank interest.

**Total Expenditure for the current year ending 31st December 2019: -** £3,192.00 (of which £2,611.00 is from Restricted funds).

This includes electricity payments, payments for ground work, BAVS (checking of accounts) and a payment to J Grieve (electrician), leaving a balance of £580.

**Balances Remaining (17th April 2019):** - **General Fund:** - £2,435.00.

 **Restricted Fund:** £644.00.

**5. Future Refurbishment plans:** - **DT** reported that he is still waiting to hear if any of our bids have been successful -£10,000 each from Foundation Scotland and Lottery Fund and £3,000 from the Newcastle Building Society. Our main priority is to get the building completely weather proof before next winter.

**6. Village Hall AGM agenda: -** The draft agenda was discussed and confirmed. Minutes for the 2018 AGM have still not been provided to the committee. Meet to set up hall at 6:30pm.

**Post meeting note**: 2018 AGM minutes were delivered to DCT on Monday 22nd April.

**7. Hall Cleaning: -** After discussion it was decided to postpone this issue until after the AGM.

**8. Big Lunch: - AC** confirmed the date of event Sunday 2nd June, **MC** and **LD** not available to help. After discussion it was agreed that the start time should be 12:30 pm.

**Advertising: -**A4 posters are included in the pack and it was decided that the event should be advertised in Reston, Auchencrow, Ayton, Grantshouse and Houndwood. Local residents will be given personal invitations (also provided in the pack). The event will also be posted on the village website and village hall Facebook page.

**Entertainment:** - It was agreed to provide background music and a quiz sheet.

**Food Safety:** - Attendees will be requested to provide lists of ingredients for dishes provided (allergies) and possibly to bring recipes to share.

**ACTIONS:** -Posters

**WHO:** - Karen

**ACTION:** - Post event on village hall web site/Facebook page/BAVS News Letter.

**WHO: -** **AC**

**9. Review of Hall Bookings: - (DT)** Archery and Rainbow club bookings will stop during the summer months. Future bookings confirmed – Plough Dance on 4th May, Scottish Dancing Association 18/19th May, European Elections on 23rd May (£196 for 18 hours), Grantshouse Art Group 7-9th June, Quilting workshops in November and Christmas band concert on 8th December; the monthly coffee morning and Warhammer groups to continue as normal over the summer months. A wedding has been booked for 2021, the Registrar visited the hall to assess the venue and it is now passed to hold wedding ceremonies.

**10. Any Other Business: -**

**i) Hall embellishment: -** After discussion it was decided to apply to the ‘Wish List Fund’ for 3 planters to improve the exterior of the building.

**ACTION –** Get 2 quotes for cost of planters and fill in application form.

**WHO: - DCT**.

**ii) Under stage clear out:** Sunday 11th May time to be agreed.

**11. Date of Next Meeting: -** Wednesday 15th May 2019, 1:00pm to 3:00pm at Reston Village Hall.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_