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

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

 **19/09/2019, 7 pm to 9 pm, Signal House, Reston**

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

**1. Attendance: - Apologies** **received from:** None received. All present.

**2. Previous minutes: -** 25/07/2019 meeting minutes accepted as accurate.

**Action: -** Minutes (25/07/19) to be put on display inside Village Hall and on village website.

**Who: -JG**

**3. Matters arising from previous minutes (25/07/19).**

**i) Raffle tickets for Christmas Raffle:** Raffle tickets have arrived at a cost of £33.60 for 1000. Cost will be 50p per ticket or £2.50 per book.

**ii) New Water boiler:** This has been cancelled due to safely concerns and issues of suitability.

**iii) Land Registry forms: -** Still not completed as negotiations ongoing with SBC.

**iv) Resignation: -** Kelly Mosscrop has formally resigned from the committee due to personal circumstances.

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

**i) Income and Expenditure as at 19/09/19:** -

**Income (Aug/Sept): -** £2808.76 (includes £ 1200.00 from Wish List for Fete and £1284.73 Scottish Power refund).

**Expenditure (Aug/Sept): -** £1507.50 (includes £486.00 for 2 direct debits to Scottish power,£880.00 for Fete Rides, £106.00 for new notice board,£35.00 for key safe).

**Petty Cash: -** £0.00

**Outstanding bills: -** £11,616.00 (Kitchen electrical upgrade £5789.67, Kitchen sink £373.16 (cheques to be sent shortly) kitchen installation £2729.27 and roof repairs £2724.00 (won’t be paid until snagging completed))

**Total Cash in bank:** - £13,084.44

**ii) Fiscal Responsibility: -** Need to be aware that as trustees we are all fiscally responsible for any debts incurred so need to move to a SCIO as soon as possible.

**iii) The Village Fete**: - raised £212.50 and £152 has been ring fenced towards the cost of next years fete.

From the £1200 received from the wish list £880 went on rides, £60 for hall hire and use of electricity leaving a remainder of £260 (1200-880-60=260).

**iv) Feedback to Fund Providers: -** Feedback reports need to be provided to – National lottery, Wind Farm and Wish List reporting how money has been spent.

**5. Hall Renovation work progress report:** -

**i) Roof and Guttering: -** All roof tiles have been checked and repaired where necessary. However, guttering is still leaking in 4 places. Bill won’t be paid until this is fixed.

**ii) Toilets: -** Now complete except for the cubical doors need adjusting and painting.

**iii) New Kitchen: -** New kitchen has been fittedbut still some items on the snagging list to be fixed. Plastering and painting still to be completed. Light – tube needs replacing, committee decided that a new LED fitting would be more cost effective. The Wish list has granted us money to buy a dishwasher.

The **electrical work** in the hall is now complete and we will be provided with a safety certificate however the time clock needs resetting. Scottish Power has been informed.

**iv) Painting: -** Kitchen painting will be completed once the plastering has been done.

**v) Future Plans: - Hall Floor – DT** has put a bid in to the Robinson Trust asking for £15,000 to refurbish the hall floor and £500 to investigate heating systems used in other halls.

The Post Code lottery will only fund new projects not refurbishments so no money is available from them.

**6. Village Fete Review: -** All felt that moving the fete to village hall was a success as it meant tables, chairs and shelters didn’t have to be moved or erected thus no extra helpers were needed. Profits were the same as when held on the field.

Wet weather and waterlogged grass around the hall meant the type and number of rides was restricted.

All agreed to hold the Fete at the hall again next year and provisional date set for 14th June 2020.

**7. Quiz organisation 03/10/2019: - Set up from 6:30 pm.**

**JG** will be away on holiday so not able to help on the day.

**i ) Advertising: - JG** to put item in the local press; posters to be put up in Eyemouth (including the library), Ayton, Chirnside and Coldingham.

**ii) Refreshments: -** Crisps and nibbles on the tables, teas, coffee and juice for sale; £1 for a drink and a cake, 50p for extra cakes. DCT to buy crisps, nuts and milk; AB and LD to bake cakes.

**ii) Quiz Master: - DT**

**iii) Raffle/ Prizes: -** Bottle of wine for raffle **JG**; £10 for the winning team and a bar of chocolate for the losers.

**iv) Petty Cash: -** Lisa to provide petty cash from the Café funds.

**8. Any Other Business: -**

**i) Christmas Fair: -** Mention at Craft Club - £5 per table, on 30th November 2pm to 4pm. **JG** to advertise in local press. Kerry has volunteered to do children’s activities in the hall.

Contact Denise mobile number 07711576146; Need to collect items for the hall tombola.

**ii) Christmas Concert:** - Sunday 8th December.

**iii) Christmas Decorations: -** Put up Decorations on Wednesday 27th November.

**9. Date of Next Meeting: -** Thursday 17th October 2019, 7:30pm at Signal House.

Meeting closed at 9:00pm

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