**Reston Village Hall**

**Committee & Business Meeting**

Monday 30th May 2022 @ 7.30pm

**SCIO No SCO5374**

Present

Anne Barrett (AB) Chair

Brin McAllister (BM) Treasurer

Stephanie Patterson (SP)

Kerry Simmonds (KS)

Debs Hellawell (DH) Minute Secretary

Ged Kimble (GK) Co-opted at this meeting

Logan Inglis (LI) representing Community Council

A member of the public

1. **Apologies**

Ruth Donaldson (RD) Booking Secretary

1. **Previous Minutes**

Accepted

1. **Matters Arising**

**ACTION:** PAT testing – LI will do PAT testing on Tuesday 7th June. Everything to be put out on a table that needs to be tested, including oil filled radiators (under stage) to then be given away via the larder. £20 donation to be made to Riverside Project.

Previous discussion about mural on the wall in the hall, possibly featuring the station. **ACTION:** DH to contact BAVS about potential funding towards costs of art project / support to set something up, may be including school in autumn term?

**ACTION:** BM to install cigarette bin (currently in store cupboard but not fitted) near grit bin, so that smokers are not smoking immediately outside the hall entrance**.**

Existing hall documents need to be sorted and filed, and kept in filing cabinet in the hall. **ACTION:** DH to organise a time and date for volunteers to do this - probably a Monday evening?

Area by bins is very uneven. BM has contacted SBC regarding this. **ACTION:** AwaitingSBC to check tarmac on the pavement around the noticeboard.

**ACTION:** BM to compile a smaller checklist for monthly checks of hall.

1. **Treasurer’s Report**

Treasurer’s report presented to May 30th 2022 :

£15129.00 in account. Funds available to use £1830.33

One outstanding invoice from hall user for April hire still to be paid in to RVH account.

BM has made slight change to invoice format, but these can now be produced automatically, and any hall updates easily added.

1. **End of year accounts and annual report prior to AGM**

BM highlighted that these need to be completed prior to AGM. Date for AGM still to be set. For further discussion at next meeting.

1. **Feedback from Treasurers’ Training course**

Brief feedback from BM to say that we need to register with HMRC, and that we need to have a Financial and Reserves Policy. BM to produce a draft for discussion / approval by the committee at the next Committee Meeting.

BM also advised that the bank statements should be checked by another Committee Member each month. Suggested RD due to her financial experience.

1. **Hall bookings / users**

General discussion about where to publicise what is happening in the hall. To be discussed further at next meeting as RD not present.

1. **Update on heating project**

BM awaiting quote from electrician for various electrical works. Once he receives the quote, committee to discuss and agree level of work to be undertaken. 6 new heaters have been purchased. BM to liaise with rep from Bowling Club to re-site bowling board to make space for heater, once plans for electrical work are agreed.

1. **Update on Greening Your Community Buildings Course**

BM has attended 5 x 2 hour sessions, meaning that Reston Village Hall is now eligible for a feasibility study to look at improving village hall energy efficiency. This is likely to include advice about insulation / cladding / solar panels etc.

1. **Update on quotes for building repairs / stage removal**

No update - still to receive quotes.

1. **Jubilee plans**

SP and daughter have compiled village Treasure Hunt.

Confirmed hall to be decorated / tables set out on Wednesday evening (1st June), 7pm. DH to bring tablecloths and bunting; flowers; ribbons.

AB to buy food / drink on 1st June

DH & KS to do final shopping on 2nd June

Friday 3rd June – **party night** from 8pm til midnight.

Saturday 4th June – to meet at hall at 10 a.m. to set out tables / prepare food etc ready for afternoon tea

Saturday 4th June **afternoon tea** from 2-4 pm, featuring Echo choir

Sunday 5th June – **village treasure hunt**, leaving the hall between 1 and 2pm and returning to the hall for bacon rolls / sausage rolls / egg rolls etc.

1. **New Committee Members**

Ged Kimble was proposed (DH) and seconded (BM) to be co-opted as a new member of the Village Hall Committee. Unanimously agreed. Constitution and Code of Conduct to be sent to GK. GK can consider becoming a trustee at the next AGM.

1. **AOB**

* **Funding** LI advised the committee that the Berwickshire Community Fund is now open for funding applications, with a total of £95K to be awarded. Drone Hill funding applications to be submitted by September.
* **Placemaking**  There is an emphasis on communities working more closely. It was agreed that the Village Hall Committee; Community Council and Community Company will work together for the benefit of the village, and ensure that there are representatives at each meeting.
* **Website:** LI will add copies of Village Hall documents to the village website.

1. **Next meeting**

Next Village Hall Committee Meeting will be on **Monday, 13th June at 7.30pm** in the Village Hall. **AGREED:** from now onwards, all meetings will be open to members of the public.