**Smailholm Village Hall Committee Meeting**

**Tuesday 23 May 2023**

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| **1. Present:** Lindsay Grime (LG) Sally Scott Aiton (SSA), John Barrow (JB), Brian MacFarlane (BM), Marjorie Barrow (MB), Denise Hunter (DH), Yvan Biot (YB) and Jane Miller (JM).  **Apologies:** Jane Roberts (JR) | Action by |
| **2. Election of office bearers**  Following the AGM, the office bearers for 2023/24 was agreed as follows:  Chair : Lindsay Grime, proposed by MB and seconded by JB  Secretary : Marjorie Barrow, proposed by JB and seconded by DH  Treasurer : Jane Miller, proposed by SSA and seconded by LG  Booking Secretary : Brian MacFarlane, proposed by JB and seconded by LG |  |
| **3. Minutes of the previous meeting held on 21 February 2023**  Minutes of the previous meeting were agreed. |  |
| **4. Matters arising**  Asset register  This had been completed and a copy will be placed in the Governance File.  Website  JR had indicated that she would like to pass on the responsibility for website management and MB agreed to do this in the short-term and will liaise with JR.  Regarding updating the website MB reported that she had asked RFVCH for advice and was hoping that there would be an opportunity to discuss options with other Halls at the next RFVCH meeting. The objective was to seek to reduce the cost and to introduce an online booking system if possible.  The Chair thanked JR for the many years she had managed the site. She has always kept it up to date and informative, quite a task with so much going on.  Blinds and stage curtains  Thanks to BM for arranging for new blackout blinds to be fitted in the main hall. To complete the blackout of the hall, it is proposed that the Craft & Chat group be asked to make some small removeable blinds for the windows between the large and small halls. A new track for the stage curtain was purchased and fitted, thanks to BM and JB. BM had noticed that the stage curtains had been pulled manually, although the track is corded. It was agreed that there should be a notice posted asking that the corded system is always used to open and close the stage curtains and that regular users should be reminded of this.  Public Entertainment Licence from SBC  As the application for this has been completed and paid for but to date no confirmation or copy received, there is a need to check with SBC.  RFVCH had awarded a grant to cover the cost of this licence and payment of this had been received by the Treasurer. | JB/MB  JR/MB  BM  LG |
| **5. Finance Report**  SSA presented the accounts attached and confirmed that to date there was £22,571.61 in the bank and around £200.00 in cash, some of which will be banked. Over the year the cost of oil has risen compared to 2022/23 and the £1167.00 for joinery work had been the improvement to the back patio area. The post-pandemic return of regular classes had boosted income from the hire of the hall. Footfall had increased by nearly 1000 in 2022/23 compared to 2021/22.  SSA reported that the Committee had agreed that now interest rates had risen there was value in opening a 9 month fixed term savings account with the Bank of Scotland and arrangements for this had been made. An interest-bearing instant access account will also be opened.  Following a suggestion by YB at the AGM, SSA agreed to draw up accounts to identify capital expenditure and so make it easier to monitor regular income vs expenditure.  The Chair thanked SSA for these accounts and for all her hard work over her many years as Treasurer for Smailholm Village Hall. | SSA |
| **6. Update on SCIO Status**  The plan to set SVH up as a SCIO had been presented and agreed at the AGM on 23 May 2023. The process had begun with the drafting of a Constitution based on the model that had been supplied by RFVCH. At some point this Constitution will need to be presented to the village residents at a Special General Meeting (SGM) and it was hoped that the whole process of transferring to the new organisation could be completed by May 2024. | MB/LG |
| **7. Events**  Since the last meeting there had been several well attended events : Wandering Willie’s Tale in March, Art Exhibition over the Easter weekend, in May a talk from the South of Scotland Eagles Project, a live screening of the Coronation and a concert by The Sorries. Thanks to the Art Group and Andrew Legerwood Walker, JB, JM and Magnus Brown for all their efforts in organising these successful events.  The difference between an independent hire and a ‘share of the door takings’ event was discussed and clarified. If for example a band or theatre company hire the hall, they are normally responsible for organising and running the event. However, the latter type of event would need some input/support from the Committee and it was important to make sure that on such occasions requirements are agreed there is enough help available.  The following events were agreed :   1. On Friday 9 June at 7:00pm, the Jim Clark Story presented by Kenny McLean from the Jim Clark Museum. Entry £5.00 per person with light refreshments. No fee but travelling expenses of approximately £25.   Publicity to be managed by MB and sent asap.   1. Screening of Riverwoods which is a feature-length documentary, filmed and produced by rewilding charity, Scotland: The Big Picture. It tells the story of the state of Scottish salmon, the rivers and surrounding environment. The film can be purchased for £50.00 + VAT for screenings with no entry charge. It was agreed that we would buy the film and a date for an autumn showing to be agreed at August Committee meeting. 2. Quiz night/s on dates to be confirmed. It was agreed that Rob Willis to be asked if he still wanted to run a quiz, an offer he made before leaving the village.   If Rob not available then DH offered to run a quiz over the summer.   1. BM had followed up information received about a production, The Witches Sabbath. It was agreed that at £400-600 it was too expensive. 2. Village BBQ and postponed Big Help Out/clear up of pond area (which is supported by opinions coming from Smailholm Futures meetings) to be held weekend of 24/25 June. The tasks needed for the pond area were : strimming of grass to enable access, raking up of grass, thinning of trees (Ross Mason has kindly agreed to do this) and clearing of felled trees. A chipper will be hired for this and the chippings used to create pathways. This work may need to be phased over several days leading up to the weekend. JB volunteered to strim and LG volunteered WG. Other help will need to be ‘commandeered’ once the schedule of work has been agreed in liaison with Ross.   The BBQ to be held at the Hall on 25 June at around 4:00pm. BBQ meats, buns and some light drinks have already been purchased so nearer the time there will need to be publicity asking people to bring salads and desserts to share, also BYOB.  Publicity for these activities will be needed to get the volunteers for the clear-up and invitation to village BBQ. The village WhatsApp, Hall mailing list for village residents and posters will be used.  YB to consider if this can be linked with a Place Making meeting. | JB  MB  All  JB  DH  LG  MB  YB |
| **8. Update on Place Making Initiative**  YB reported on the second open meeting which had taken place on 21 April and was well attended. Those present had the opportunity to consider five themes identified from the first meeting, namely transport, paths & routes, community, energy and environment. As there had been no representation from the local farming community at the meeting, local farmers are being visited by members of the Place Making Steering Group. A report of the second meeting and the consultation with farmers will be prepared and circulated.  YB said that the next step will be to have specific thematic days to consider more detailed plans, these yet to be arranged and it may be necessary to bring in some experts. On completion of these days local opinion will be sought through a questionnaire before any proposals are finalised. |  |
| **8. Maintenance and Quarterly Risk Assessment action check**  Quarterly Risk Assessment is to be undertaken.  The defibrillator to be checked by JB.  As World Health Organisation (WHO) had declared the COVID-19 pandemic no longer a global health emergency and all UK legal restrictions lifted, it was agreed that Hall users no longer needed to follow any COVID-19 specific action. The hand sanitisers would be left in the Hall but all other COVID-19 specific information and cleaning materials will be removed.  Fiona Fleming to be advised that she no longer need use the floor cleaner introduced for the pandemic.  BM reported on the frustrating time he had had in getting our regular roofer, Broom & Borthwick, to look at the damp patch in the kitchen and had now decided to go to a different contractor, Butlers, in the hope of a better response.  Floodlights had been installed and were a great improvement. Thanks to BM for organising and it was noted that there was to be some further work to move the PIR higher up the building so that the lights would come on sooner for people approaching the hall.  Fire equipment had been checked.  BM had ordered new halogen bulbs for the wall lights. They were expensive and it was agreed alternative LEDs may be better in the future.  With the pandemic over it seemed a good time to consider deep cleaning the floor before giving it its annual oil treatment. The hiring of a floor cleaner to be considered and schedule for the work agreed, it may be necessary to close the hall for a few days. The possibility of obtaining a grant for the floor to be completely refurbished will also be considered.  JB said that the front external windows may need painting before the winter. A quote to be obtained from Gary. | LG/MB  JB  LG/MB  JB  BM  BM/LG/  MB  JB |
| **9. Any other business**   * Following the setting up of the table tennis club, Magnus Brown had kindly donated a new table to the Hall and thanks were conveyed to him. The charge per head was £2.00 and these funds up to the value of the hire of the Hall to be given to Hall funds. Any excess belonged to the Table Tennis Club. This is the same as the arrangements for other locally set up community groups with small numbers attending. * MB reported on discussion with RFVCH on the sharing of event information with other halls in the area. RFVCH had discussed this previously with no plan emerging. The issues of data protection, how to decide what events to share and with which halls had all been tricky to resolve. * MB will send out annual check to all on the mailing lists to check they wish to continue to receive information about Smailholm Hall activities. * LG reported that she had received a notice from BBC saying the Hall was being investigated as it appeared to have no TV licence. The WiFi policy already clearly states that the Hall does not have a TV licence and that users should not watch/stream TV programmes. It was agreed to strengthen this statement using wording from the letter received. Update policy to be placed in the Governance File and in the T & Cs for hirers. * It was noted that SSA wished to come off the cleaning rota. BM volunteered to take over her month.   *In recognition of the many years that SSA had served as Treasurer, the Chair made a presentation to her and sincerely thanked her on behalf of the current and past Committees, not to mention the hall users who have enjoyed the facilities that she has supported and developed over all the years of her service. Everyone was truly grateful.* | MB  MB |
| **10 Date and time of next meeting**  The next committee meeting to be held on Tuesday 22 August at 7:30pm. |  |

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