**Smailholm Village Hall Committee Meeting**

**Tuesday 22 August 2023**

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| **1. Present:** Lindsay Grime (LG) Sally Scott Aiton (SSA), John Barrow (JB), Brian MacFarlane (BM), Jane Roberts (JR) Marjorie Barrow (MB), Denise Hunter (DH), Yvan Biot (YB) and Jane Miller (JM). | Action by |
| **2. Minutes of the previous meeting held on 23 May 2023**  Minutes of the previous meeting were agreed. |  |
| **3. Matters arising**  Website  MB reported on a very helpful meeting with Andy Keen regarding the Village Hall website. There were two key points for the meeting:   1. was the current cost of website reasonable? 2. could the website be updated using the current hosting company Ionos?   Andy considered the costs were reasonable and agreed to review in case any savings could be made. He also confirmed that we could update the website using IONOS and kindly agreed to help to do that. He explained that to start that process it would be useful to have some feedback on the purpose, function and appearance of the current version. To that end, MB distributed to all Committee members a sheet listing each of the website pages and asked them to complete and return to her by the end of the August. MB would then work with Andy to produce a draft design for review.  It was agreed that we will continue to publicise general village information on the website, including items which may be of interest to residents and visitors.  The Committee were very grateful to Andy Keen for offering his expertise.  Public Entertainment Licence from SBC  The application for this has been completed and paid for before the last Committee meeting and LG had spoken with SBC regarding confirmation. Despite promises to her that it “would be in the post”, nothing has been received yet. LG will contact SCB again.  Mailing list annual check  MB reported that all those on the Hall mailing lists had been contacted and asked if they wished to continue to receive mailings, there had been no requests to be taken off the mailing. | MB  LG |
| **4. Finance Report**  The Chair thanked JM and SSA for all the hard work they had undertaken over recent months to ensure a smooth transfer of the Treasurer responsibilities.  JM tabled the accounts for the most recent quarter (copy attached) and explained there was £21.38 unaccounted for, but that her search was continuing. The balance in the current account as of the date of this meeting was £8,297.48, plus £15,000 in the savings account.  JM circulated a new petty cash sheet (copy attached) which must be completed for all transactions in/out of petty cash. A copy of this will be held in the petty cash box, together with a calculator. It was agreed the date should be recorded as that on the receipt.  JM is also going to review the cost centres used in the accounts as some may no longer be needed.  LG thanked JM for this, her first report as Treasurer.  At the last meeting it was agreed that a review of capital expenditure, which had seemed high, should be presented to the Committee. SSA had kindly prepared a summary for 2019-2023 (copy attached) for the Committee to review. It was agreed that the grants received during the pandemic had enabled a significant increase in capital expenditure over this period. These exceptional circumstances had provided funds that otherwise would have had to be raised through special fund-raising efforts. The Committee agreed that the work done had significantly improved the Hall facilities. It was agreed that there was no need to change cost centres in regular budget statements to enable tracking of capital expenditure. It is unlikely that such “pandemic windfalls” will be repeated. SSA suggested that the asset register would be a satisfactory way of keeping track of capital costs.  LG thanked SSA for preparing this review.  There had been problems in changing the details of the Treasurer and arranging for correct signatories in the online bank system, but JM and LG will resubmit the amendments.  The new email address for the Treasurer was working well.  The annual accounts 2022/23 are with our auditor, Mel Ross, and once returned SSA will submit to OSCR. | All  JM  JM  JM/LG  SSA |
| **5. Update on SCIO Status**  LG reported on the work done to draft a SCIO constitution for the Hall and thanked those who had responded when sent to the Committee for comment. The following points were raised in discussion and it was agreed they should be checked before the Constitution is sent to OSCR for approval :   * does there need to be a Special General Meeting to approve the draft constitution before it goes to OSCR? * should postcodes be used to describe the area served by the Hall to help with eligibility for certain grants? * have all the sections highlighted in the RFVCH model constitution been amended to suit the needs of Smailholm Village Hall?   It was agreed that once these checks had been made the SCIO Constitution for Smailholm Village Hall could be submitted to OSCR. It was noted that as agreement had been given at the last AGM for the transition to the SCIO, there was no need to distribute further information to village residents at this stage. | LG/MB  LG/MB |
| **6. Events**  Since the previous meeting and in addition to the regular activities there had been the following successful events : The Jim Clark Story and the Village BBQ.  It was agreed that one Committee member should be nominated to coordinate any planned event. This should streamline discussion at meetings and ensure that responsibilities are clear.  *Forthcoming events*  Coat of Hope : 5/6 September  This overnight stay had been postponed at the request of the organisers.  Wayward Jane : 10 September  Initial publicity of this had been emailed. Numbers are already reaching capacity so no further publicity will be required.  Linda Kinsman Blake is organising this event including selling tickets. LG will check with her what help is needed with setting up and refreshments, and agree the format for future events organised by Linda.  Riverwoods film : dates to be confirmed  Terms and conditions of purchase and showing to be checked.  It was suggested that if two screenings are allowed, then maybe have one in the autumn and one in the new year.  Quiz Night : 14 October  Rob Willis had kindly agreed to return to the village as quiz master for this event. The tried and tested format to be followed with attendees being invited to bring food to share and BYOB.  MB nominated as coordinator.  DH and JB offered to be quiz masters at other Quiz nights over coming months. Dates to be confirmed.  Film Nights  It was agreed that film nights should resume and following dates were agreed for 2023.  22 October  12 November  10December  BM and JB to coordinate  Suggested films included  The Lost King, Philippa Langley’s film about the finding of Richard III’s bones  Fried Green Tomatoes at the Whistle Stop Cafe  a suitable Christmassy one, yet to be found.  Carol Singing and Mince Pies : 19 December  At 5:30pm, following last year’s successful format.  JM to coordinate  Christmas Ceilidh : 22 December  Band has been booked at a new rate of £300. Tickets £10.00, free for 16 years and under. Food to share and BYOB. Extra food prepared by Committee; expenses can be claimed.  JR to coordinate. | All  LG  JB  MB  DH/JB  BM/JB  JM  JR |
| **7. Update on Place Making**  YB said that a report on progress to date was sent to Smailholm residents on 4 August 2023. Five key themes for further discussion had been identified – *Transport, Paths and Routes, Community, Energy* and *Environment*. There is to be a consultation period when locals can give feedback on these themes and then priorities for action will be identified. It is proposed that there will then be further public meetings to consider the priority themes in depth. At the end of the year a report on developments will be submitted to SBC.  In June there had been a successful start to making the pond area more accessible. YB offered thanks to Ross Mason and all the volunteers who gave generously of their time.  Subsequently Andy Keen kindly did some strimming to control summer growth and JB said he too would keep an eye on the area. We need more wood chips to complete coverage of the cleared area, LG will approach the Community Council to see if they will fund this. We are also following up with Galbraith and others to confirm land ownership of the pond/copse area. | YB/LG |
| **8. Maintenance and Quarterly Risk Assessment action check**  Quarterly Risk Assessment Check to be undertaken.  Roof repairs have been completed using new contractors John Butler. Thanks to BM for arranging; he will also chase invoice.  Gary to be asked to paint the stained area when he is doing the outside windows in the 2nd week of September. Estimate for that work was £500.00.  Thanks to JB for re-painting yellow lines at the entrance to the Hall, for the replacement plaque for Andrew Fairley’s memorial tree and the renovated notice board at the church gates which has been donated to the Hall by the Church.  The positioning of the notice board at the end of the drive to be reviewed by all and will be discussed at the next meeting.  Redpath Village Hall to be contacted to ask if they could take back their gazebo which is being stored in the shed.  Part of the wall has collapsed and needs repaired, so it was agreed that a dry stone waller to be sought through locals who had recently done or were planning wall re-building, namely Andy Keen and Colin Simmons.  The range of the PIR at the front door to be adjusted so light comes on earlier as people walk up the drive.  The difficulty of finding a reasonably priced but effective way to have the floors cleaned was discussed. BM had made enquiries of a local company in Kelso but they did not have suitable equipment to ensure good stripping of build-up over the period of the pandemic when specialised cleaner had to be used. RFVCH to be asked if the cost of stripping (and oiling) would be eligible for a grant, possibly under its ‘improvement/equipment” category. The maximum grant in this category is £3,000.00 with 10% contribution from the Hall.  The urn is leaking and needs checked. Elliots in Earlston to be contacted | LG/MB  BM  JB  All  MB  BM/JB  BM  MB  BM |
| **9. Any Other Business**  BM reported that he had had an excellent session with Iain Dougal on management of the sound desk and he now feels the full potential of our system can be realised. This will include improved sound for film nights.  Malcolm Ross had queried the charge made when he hired the Hall for an event. Charge made was £40:00 in line with current rates, he had expected ‘local’ rates to apply. It was agreed that local rates should only apply to those living in the village and Malcolm Ross to be advised of this.  Andy Keen to be advised that we would welcome his model boat group and he would be eligible for local rates.  A rota to cover the library afternoons was drawn up. (Up-dated to 12 December after the meeting) :  5 Sept : YB  19 Sept : LG  3 Oct : JR  17 Oct : JB  31 Oct : YB  14 Nov : JM  28 Nov : JR  12 Dec : JB  As well as attending on the date, those on duty should check on the baking stocks and, if necessary, ask Committee members and others who are happy to contribute home baking.  JM had previously circulated an email from Johnston Oils about an amendment to the Government’s Energy Bill which would enable homes to switch to a renewable liquid fuel. The Committee agreed there was no action to be taken, but noted trials are being undertaken on Hydrotreated Vegetable Oil, which could be an option for the Hall heating in the future. | BM  BM  All on rota |
| **10. Date of Next Meeting**  7 November 2023 at 7:30pm |  |

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