

## MacRobert Memorial Hall Development Group

### Note of Meeting held on Monday 7<sup>th</sup> October 2013

**Present;** Nigel Healey, Sarah Leahy, Jacqueline Cooper and Ruth MacKenzie

**Apologies;** Andrew Robertson, Mike Powell and Sandra McRoberts.

**Note of Meeting 17<sup>th</sup> September;** Approved.

#### Hall Development;

1. **Brass door plates** - ? alternative to lacquer. **Action; Gordon**
2. **Hall User Manual** – A welcome A4 page with guide to location of lights etc. to be drawn up with reference to user manual. **Action; Nigel**
3. **Website and facebook** – To promote the new website via article in Piper which will also promote hall as a venue. Nicola will look at other sites which we could link to. Trustee information to be updated on hall website page. **Action; Nigel/Nicola**
4. **Risk Assessment Form** – Condition of Hire form to be amended. **Action; Nigel**
5. **Small Hall Painting** – Gordon R has got paint and to contact Young Farmers for them to arrange a decorator. **Action; Gordon**
6. **Drama Group** – Asked if stage/spot lights can be altered for the play. Rehearsals on a Wednesday night 7.30-9.30. **Action; Gordon/Nigel**
7. **Minutes of Meetings** – To be posted on Tarland and Cromar website. **Action; Nigel**
8. **Tarland and Cromar website** – Hall information “planning for the future” needs to be updated. **Action; Nigel**
9. **Fund-raising** – ideas for fund-raisers to be brought to next meeting. Andrew suggested 200 club. £40 licence plus printing costs. **Action; All**

#### Update on current and future bookings;

- **Paul Anderson** - 18<sup>th</sup> October.
- **Indoor Bowling** – Resuming October.
- **Halloween Family Disco** - 1<sup>st</sup> November.
- **Woodend Barn** – Son al Son (Cuban/Scottish) music, Sat 23<sup>rd</sup> Nov – Bar TWT. **Action; Jackie**
- **Woodend Barn** – Concert by Woodend Barnstormers, Sat 14<sup>th</sup> Dec – Bar TWT. **Action; Jackie**
- **TWT Auction** – Date set for Saturday 8<sup>th</sup> March 2014. **Action; All**

#### Hall Management;

1. **Heating system** – Price for radiant from Gordon just under £1,500 + VAT. To go ahead. Richard Irwin has been to hall and awaiting their quote for air source. **Action; Gordon**
2. **Register of Hall equipment** - To do a list of hall equipment for convenience of Hall users. **Action; Nigel**
3. **Hall Keys** – To contact Gordon Coutts to see where to get them cut. **Action; Jackie**
4. **Main Hall Floor** – Accept that the floor is going to get marked and scuffed and will need to get maintained every few years. Agreed Summer would be a good time to get any maintenance done as hall is used less during holidays. **Action; Gordon**

#### AOCB;

- Agreed a light just inside main door or outside would be helpful when locking up during the dark nights.
- Table tennis table to be located from storage. **Action; Andrew**

**Date of Next Meeting; Tuesday 12<sup>th</sup> November 2013 at 7.30pm upper Hall**