

MacRobert Memorial Hall Development Group

Note of Meeting held on Tuesday 26th November 2013

Present; Nigel Healey, Andrew Robertson, Sarah Leahy, Jacqueline Cooper, Justin Irvine and Ruth MacKenzie plus Mike Powell.

Apologies; None received.

Note of Meeting 7th October; Approved.

Hall Development;

1. **Brass door plates** - ? alternative to lacquer. **Action; Gordon R**
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. **Action; Nigel/Nicola**
4. **Small Hall Painting** – Sarah to get paint from Gordon R. **Action; Sarah**
5. **Fund-raising** – 200 Club, Andrew to organise. **Action; Andrew**

Update on current and future bookings;

- **Craft Fair** - 7th December – invoice has been issued but no payment received. **Action; Ruth**
- **Woodend Barn** – Concert by Woodend Barnstormers, Sat 14th Dec – Bar TWT. **Action; Jackie/Mike**
- **TWT Auction** – Date set for Saturday 8th March 2014. **Action; All**

Hall Management;

1. **Heating system** – Radiant heaters working well. Still investigating air source. **Action; Nigel**
2. **Register of Hall equipment** - To do a list of hall equipment for convenience of Hall users. **Action; Nigel**
3. **Hall Keys** – Gordon C has been contacted and ordered x 6. **Action; Jackie**
4. **Main door light** - Agreed a light just inside main door or outside would be helpful when locking up during the dark nights. Also light at back door not working. **Action; Gordon R**
5. **Table Tennis table** – Not required at present (is in need of repairs before use).
6. **Finance report** – update given by Sarah.
7. **Trade Waste Management** – New legislation being introduced January 2014. Nigel to contact Zero waste Scotland to see where we stand. **Action; Nigel**
8. **Tarland Show Trophies** – A person got locked in, heaters in kitchen hall left on and extra cleaning was required in male toilets following event. Discussion. Show to pay for extra cleaning. Hall will take on the redecoration in male toilets. Jackie to find out paint colours of halls rooms. **Action; Ruth/Jackie**

AOCB;

- Money from Dr Honeymoon has not all been received. Andrew to contact Sandra McRoberts. **Action; Andrew.**
- Parent & Toddlers key had been kept at the Spar but this will now be kept by the Secretary. They want to use the upper hall during the Winter but agreed they can use the Kitchen hall. **Action; Ruth**
- Nigel asked if we wanted to join the Scottish Council for Voluntary organisations (SCVO). Agreed that we should join. **Action; Nigel**
- Nigel and Mike suggested we look at Keystone, a quality award for people who manage village halls and community buildings. Nigel to go through information in first instance. **Action; Nigel**
- Agreed that the hanging baskets and water bouser can be stored in the hall basement. **Action; Nigel**

Date of Next Meeting; Tuesday 21st January 2014 at 7.30pm upper Hall