

HOWGATE VILLAGE HALL ASSOCIATION

COMMITTEE MEETING

29 August 2016 @ 19:30pm

Minutes

In attendance: Sue Gracie, Alan Burnett, Sarah Waddell, Tom Schofield, Irene McConnell, Rev Ian Cathcart, Sheena Dawe, Pat Gordon, Alistair Proctor

1. Apologies - Rosemary Marwick, Karen Bennett, Shirley Chapman
2. Minutes of last meeting were approved as accurate.
3. Matters arising
 - Portacabins – Update.
 - Retrospective Planning permission is needed for the Portacabin. Tom will take care of planning permission; cost is £200. Should we wish to install power later, that will be permitted.
 - **Action - Sheena to ask Craig Booth if he could reinstate power**
 - Caretaker role - Tony had accepted but will now be leaving for Fiji in February & so we will need to seek a new person
 - **Action - Shirley to check if Tony will continue meantime**
 - Kitchen - it was agreed that we should proceed to refurbish the kitchen by replacing the units, work tops, flooring and fridge. Sheena reported that while cleaning the kitchen it was noted that there appeared to be dampness, possibly caused by the flooding in the kitchen over the winter. This may need to be addressed before new units are installed.
 - **Action - Sarah to ask Karen about the previous quote from IKEA for replacing kitchen;**
Howden may also be able to supply units but this needs to be done via a contractor.
 - **Action - Pat to ask Brian McPhillips**
 - Tom will take old dishwasher to the tip; new one being fitted tomorrow
 - Bonfire looks stable - Tom & Alan have looked at it
4. Treasurer's report

Current balance is £18232 - £ 500 down from start of the year but £700 has been paid for electrical work; £1646 has been paid for the work on the dampness in the hallway and £246 for new kitchen lights.

Alan tabled a draft of the Annual Accounts.

Significant issues to note include that fundraising income is down by approx £1000 on last year. One issue raised was that the Pub Quiz in May was not included in the figures - approx £400; this may be because it was banked after the end of June and would therefore appear in next year's figures. Alan will investigate.

The £400 grant money was for the feasibility study on the Glebe.

Alan noted that we need an Auditor - John McCulloch, 20 Tipperwell Way was suggested

HMRC - HVHA has been fined £4800 for failure to report online for tax year 2012/13; this has been appealed and action has stopped pending appeal.

Given outstanding commitments approx. £16000 is left at present.

Insurance is due for renewal; Alan suggested the need to review what we're insured for e.g.

Employer liability & cash which we no longer need & to see if anything else needs to be included.

Alan is intending to resign when he moves from Howgate, so suggested someone else may wish to look at it. He suggested it may be appropriate to get someone from the insurers to come and discuss it.

Sue undertook to take the document and ask Cindy to advise.

The insurance premium needs to be paid by 14 September.

Alan reminded Sue that the annual report needs to be prepared for the AGM.

5. Hall report

Irene will take the camera to have it valued.

Carpet bowls may not be worth much; possibly donate to Broomhill or Beeslack club if it's still in operation

6. Repairs and maintenance – already covered

7. Neighbourhood plan/recreational space – no further update

8. AOB

AGM - 6 October; a notice should go on the notice board

Possible fundraisers - Alistair offered to organise a wine tasting; Sarah will help

Sarah wishes to resign from the committee but is happy to help with fundraising events. As Sarah is a countersignatory for the HVHA bank account, a new person will be needed for this.

The new security light at the side of the church seems to remain on for a long time.

Action: Sheena will ask Craig Booth to look at it.

We need someone to learn how to operate the heating control panel.

Action: Shirley to ask if Tony can do this over the winter.

Sarah to check with Pauli when oil was last ordered

Sue will take over the cleaning of the hall, kitchen, toilets for 2 hours per week and will invoice HVHA.

Sarah will check with Nicola to get details of suppliers of cleaning materials.

Beech tree in the Glebe. All committee members other than Sue were satisfied that the church had taken independent advice regarding the tree which had confirmed that the only safe course of action was to fell the tree.