

# HOWGATE VILLAGE HALL ASSOCIATION

## AGM Minutes

15<sup>th</sup> October 2017, 7pm

In attendance: Tom Schofield, Sarah King, Karen Bennett, Pat Gordon, Alistair Proctor, Shirley Murray, Robert Chapman

### 1. Apologies

Irene McConnell, Sue Gracie, Howgate Kirk Representation

### 2. Minutes of previous AGM

Tom proposed last year's minutes. Alistair seconded this, therefore these were approved.

### 3. Chairperson's Report

#### Hall developments

- New kitchen installed in January and kitchen repainted.
- All utensils and crockery inventoried and new items purchased where required.
- Defibrillator and heated cabinet purchased and installed at front. Large donation provided in memory of Ewen Chisholm who died in Howgate by his family which enabled purchase.
- Two CPR/defibrillator training days taken place.
- Boiler still experiencing problems with low pressure. This will be looked at again by company that recently installed the expansion tank.
- Drain repairs required earlier in year. The bottom third of the door is rotten – a temporary fix is in place, but this will need repaired at some stage in 2018.
- PAT testing completed – will be done biannually.
- There is a major leak and floor wet rot in men's toilet – subject to an insurance claim pending repair works.
- New handyman on ad hoc basis – Derek Brown. Currently looking to repair the outside noticeboard.
- Sue Gracie from Broom Services has been doing the cleaning weekly.

#### Hall usage

- Regular usage of the hall continues with Bridge, Rural, Art, Pilates, HCC and Howgate Church.
- Individual lets steady.
- A number of successful social events taken place.

### 4. Financial summary

- Stuart Ormsby has verified the accounts.
- HMRC have now refunded money due to HVHA. Tom will query whether we can claim the interest on money owed and refund for phone calls made to HMRC to resolve the matter.

- Work needs to be carried out to establish typical annual expenses so we know what sort of money we should aim for through fund raising.

#### **5. Election of committee members**

- Sarah proposed Tom as Chair again, Pat seconded this
- Pat proposed Sarah as Treasurer, Tom seconded this
- Alistair proposed Karen as Secretary, Sarah seconded this
- Tom to confirm Irene happy to continue with role of hall booker
- Tom to check that Church representatives are happy to continue on the committee on a rotating basis.
- Committee will remain the same otherwise.