

HVHA COMMITTEE MEETING

6th August 2018

In attendance: Tom Schofield, Karen Bennett, Pat Gordon, Sarah King, Sue Gracie, Irene McConnell

1. Apologies

Shirley Murray, Sheena Dawe, Alistair Proctor, Isobel Alford, Cath Milne

2. Minutes of previous meeting

These were approved.

3. Matters arising

- Donald Cameron Howgate path proposal – Donald provided Tom with an update on the proposal. Committee agreed that it would be sensible to hold a community event to outline the proposal for all residents. Date to be confirmed.

Action – Tom to continue liaising with Donald on this.

- Clarsach for hire – No interest as yet, although Shirley has noted a new music school is opening in Penicuik. Agreed to contact them. If no interest, it has been agreed to give it until October (after new school term), if nothing we may want to consider selling it.

Action – Alistair to confirm if interest from school in new term. Pat to contact Harp Society and ask them if they are interested in buying this after October. Shirley to contact Pentland Music in Penicuik. Karen to contact Rosemary re inclusion of item in Town Crier – action carried over.

- Irene has requested the committee consider installation of an outside tap for front of hall.

Action – Irene to get a quote for this. Need to ensure valve can be switched to ‘off’ over winter to prevent frozen pipes. Outstanding action

- Leak in Gents' toilet – now fixed. Action complete.
- Work is completed on the back door – key remain the same. Church are to pay half of the cost. Action complete.
- Problem with leaves blocking kitchen down pipe, causing flooding. Watson & Lyall to come out with a fibroscope camera to detect where the problem with the pipe is.

Action – continuous monitoring of flooding situation.

- New heaters required for hall – preferably oil-filled ones. Purchased – action complete.
- Advertising hall lets. Banner for outside purchased; posts on Penicuik Residents Facebook Group and Edinburgh Gossip Girls Facebook Group.

Action – Tom to arrange for banner to be put up; Sarah PR Facebook; Karen EGG Facebook.

- Sheena reported an issue with someone dumping their household items in the Glebe on the ‘bonfire’ area. Sheena to draft content for next Newsletter on behalf of the Kirk to advise locals against this. Action complete.
- Sheena explained that she believes any committee members involved in food preparation at events require a valid hygiene certificate. Karen investigated this online and reported back that according to the www.food.gov.uk website (the UK leading source of advice for food hygiene matters), certification is not required as we do not undertake a continuous provision and selling of food from our kitchen, but rather on an event-by-event basis. We do need to ensure we handle food safely and refer to guidelines when preparing and serving food.

Action – Karen to pull together and print guidelines for food handling for all volunteers to refer to when handling food. Susan to purchase a food thermometer probe. Sue to schedule an oven clean for some point in the near future.

- Karen explained our requirements in terms of GDPR. As is the case with other businesses/charities, we need to review our database of contacts for the Howgate Newsletter and contact them by email. If they wish to continue receiving HVHA/HCC emails, they must opt in to this. If they do not reply to our email within a set period (say two weeks), they will automatically be removed from our database. Same applies if they reply to our email expressly requesting to be opted out. This is based on advice from MVA. We should be aware that this may reduce our database significantly as many people are using the opportunity to clear out their personal email accounts from the large amount of daily emails. We may also have to review our ‘privacy policy’ and put this on our website. Donald Cameron who manages the website may be able to help with this too.

Action – Karen to look at a template for an email we can issue and draft something for review/sending. Karen to liaise with Donald on the privacy policy. Action outstanding.

- Health & Safety audit of hall to be undertaken.

Action – Tom to liaise with Kirk on this.

Standing action – jobs to be added to snagging book and Tom will contact John as and when required.

Standing action – ensure we organize for someone to assist with car parking for bigger events.

4. Treasurer's report

- c£6000 in bank with some bills to come, including cost of the door £1500.
- OSCR – audit for 2017 is in hand.

5. Hall report

- Private party booked for August and one possible for October; Art booked for end Aug/Sept; Cycling Club booked for January.

6. Future Fundraising/Community events

- Wine Tasting confirmed for 22nd September – confirmed for 7pm – Majestic will run this. £20 a ticket with a £10 voucher for Majestic.

Action – Karen to update Newsletter with Alistair's name for Wine Tasting as Tom on holiday.

- Provisional date of 17th November for Gin Tasting.
- French Evening TBC – prob 2019.
- Bonfire – provisionally 27/28th October – to discuss at next meeting.
- Gala Day 26th August
 - o **Midlothian Dog Training confirmed for 2.30-3.30pm**
 - o **Bouncy Castle booked – agreed to use a stamper for those paying for unlimited use**
 - o **Karen has face paints – Sarah to order glitter tattoos too**
 - o **Agreed for those on committee who can to supply home baking**
 - o **5 stalls confirmed and money paid for most to Sarah already**
 - o **Karen suggested committee have another stall of kids' toys/nik-naks (Karen to organize), as well as home made dog treats (Sue to organize)**
 - o **Springfield Meats have confirmed they will have a stall**
 - o **Karen to advertise room for additional stalls and if locals wish to exhibit their Art/Art Club (contact Rosemary as a starter)**
 - o **Shirley to confirm to Penicuik Food Bank that we can hand out leaflets at event but no stall**
 - o **Storehouse – Pat to ask her contact if they would like a stall**
 - o **Tombola rather than raffle – everyone to provide prizes – Sarah to co-ordinate**

- o **Games as per last year – Alistair to confirm if still has equipment**
- o **Signs in Howgate – Alistair to confirm if ones from last year are suitable**
- o **Floats required – approx. £50 in change**
- o **BBQ supplies – Springfield Meat order placed for delivery morning of event; Costco run for remainder of meat and buns etc.; beer, juice also required (no wine as enough from previous events.**
- o **Next planning meeting if required 20th August**

AOB

- Karen noticed no Howgate entry in Town Crier last month

Action – Karen to check with Rosemary if this is still being provided.

- Irene requested the committee consider getting a dimmer switch for the hall and also agree to getting the paint-work refreshed

Action – Tom to look into these

- Irene asked if we might consider doing a plant sale next year – all agreed in principle

Date of next meeting – Monday 17th September