

## **HVHA COMMITTEE MEETING**

**17<sup>th</sup> September 2018**

In attendance: Tom Schofield, Karen Bennett, Sarah King, Sue Gracie, Shirley Murray, Alistair Proctor, Isobel Alford, Sheena Dawe

### **1. Apologies**

Pat Gordon, Irene McConnell, 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**

- 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. Update – crack in pipe detected and repaired. Church have paid the bill as relating to the fabric of the building.

**Action – continuous monitoring of flooding situation.**

- 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.**

- 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. Action outstanding.**

- Dimmer switch requested for hall.

**Action – Tom to follow up.**

- Noticeboard repairs – need a joiner to do this.

**Action – Alistair to ask family members**

**Standing action – jobs to be added to snagging book and Tom will contact John as and when required. Add Gents' toilet light on to the list.**

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

#### **4. Future of the Church and Hall**

- Sheena outlined the sad decision taken by Howgate Church and Church of Scotland to close the Church in Howgate. This is due to dwindling numbers in the congregation, and a shortage

of Ministers generally. As a result the Minister has accepted a new placement in Cambuslang and will be leaving in October. It is hoped that the remaining Elders and the congregation will continue to run services until Christmas.

**Action – Sheena to draft some wording for the next Newsletter and Karen to email the hall user groups with the news.**

#### **5. Treasurer's report**

- Quite substantial bills have been paid last month (approx. £2,800) – this includes the kitchen pipe/floor repairs, the back door (split 50/50 with the Church), our annual insurance renewal, cleaning and electricity, clarsach insurance, and usual maintenance costs such as Lyreco and Screwfix.
- Incomings – hall hire costs, HCC annual rent and Gala Day takings (£300)
- c£3,900 balance
- Sarah noted the boiler service is due in January.
- The oil levels are fine.

#### **6. Hall report**

- A few ad hoc event hire booked.

#### **7. Future Fundraising/Community events**

- Wine Tasting Saturday evening - Majestic have said they no longer do the £10 voucher system, but Tom to confirm this. If so, Tom will explain to those attending on the night. Still considered good value for money so hopefully people will be happy enough.

**Action – all to remember to pass Tom some raffle prizes**

- 17<sup>th</sup> November confirmed for Gin Tasting.
- French Evening TBC – prob 2019.
- Bonfire – confirmed Sunday 4<sup>th</sup> November – just word of mouth event. Food - hot dogs, soup. Shirley to see if she can supply the floodlights again and Karen suggested people bring torches.

**AOB**

- Sarah asked if she could borrow lights – all agreed. Also asked if she could buy the leftover burgers/buns from the Gala Day – all agreed.
- Karen announced she will be standing down from her role with HVHA. Will still be on the committee but will no longer be the Secretary or organise the Newsletter. All agreed good idea to try again in Newsletter to ask another local to take this over.

**Action – Karen to include in Newsletter**

**Date of next meeting – AGM Wednesday 10<sup>th</sup> October, 7pm**