**Reston Village Hall**

**Committee & Business Meeting**

Monday July 8th, 2024 @ 7.30pm

**SCIO No SCO5374**

**Attendees:**

Anne Barrett (AB); Brin McAllister (BM); Ged Kimble (GK); Kerry Simmonds (KS); Ruth Donaldson (RD); Jan Stringer (JS); Lyn Warholm (LW); Bill Wood (BW); Logan Inglis (LI) representing the Community Council.

**Apologies:**

Stephanie Patterson (SP)

**Previous Minutes**

* June Minutes Approved.

**Matters Arising**

* **Hall Cleaning:** No cleaner currently available. Keep open and review as appropriate.
* **Hall Furniture:** Funding application for new stacking tables and chairs was completed, but website for application crashed and all data lost (including current submission).

**Action:** **KS & LI** following up with System Support Manager to see if issue can be resolved and/or lost data can be retrieved.

* **RVH Online presence:** RVH information online (restonscotland.com website) needs updating. Mockup of potential new page has been shared.

**Action: RVH Committee** to review layout proposal for approval prior to ‘re-launch’. Any options for help in webpage creation welcome (e.g., free/low-cost website creator or local help)

* **Hall Booking System.** Myhallwizard system does not meet RVH needs so continuing with manual system. **LW** to check out Hallmaster via Zoom call (Tues 9th) and provide feedback.

**Action:** **LW** as above.

* **Treasurer’s Role:** Only one local person indicated any interest in the role – but unlikely as may have some conflicts – so TBC at this time. **BM** will talk with RBS to get advice on how to manage account changeover if temporary set-up is required; and **RVH committee** members will look into possibility of setting up a generic email that all Trustees can access – i.e. to then see if it is possible to transfer service companies’ management to such an email. If not, it may be necessary to split up the tasks until post is filled.

**Action:** **RVH Committee** as above.

**Treasures Report (BM)**

* Account has £11,356 in total funds, of which £537 is available for general use after deduction of Restricted (contingency); and Designated funds, which include provision for general operations and the newly created ‘Events Fund’. June outgoings exceeded income due to invoice payment to Acoutisolve.
* Previous year’s accounts have been cleared by OSCR.

**Hall Improvements**

* **Hall Floor:** Repair and Cleaning to be scheduled. BM to contact floor installation company.

***Update post meeting:*** *BM contacted CL Flooring and will try to arrange surveyor visit next week.*

* **Hall capacity in event of Emergency:** Access for generator cables via Kitchen.

**Action:** Remains open. Estimate required (could be included in damp/roof/front door estimates)

* **Hall Entrance:** Estimate received for new door and entrance to hall (+/- £5,000 inc Fire Door). Funding will need to be found as insufficient reserves currently in Hall account. SBC or BAVS potential options to consider for this (funds up to £5k). **NB:** Current funding priority is for Stacking chairs & tables.

**Action:** Provide drawings to get second estimate from Ingles. Funding options to be pursued.

* **Health, Safety and Maintenance Checklist for Hall:** Completed.

**Action:**  **GK** to finalise and make available

* **Hall Greening:** CRA Edinburgh quoted £210 to assess hall roof suitability for Solar Panels. It was decided to put the broader Greening the Hall project on hold until resources are in place to manage this through to term, but to move ahead with the roof assessment in preparation for this.

**Action:** WIP – CRA have not responded to requests for assessment. To be followed up.

* **Broken slate tile** on roof needs repairing. Local builder responded to FB request for help.

**Action: AB** to follow up with builder (AL)

* **Damage to hall wall** has been repaired.

**Bookings/Social events**

* **Beer/Cider Tasting Event:** No luck with Belhaven Brewery (no response); or Thistly Cross Cider (too busy).

***Update post meeting* *LW*** *to try with Monkey House Cider in Berwick.*

* **Duck Race/BBQ/Treasure Hunt:** August 18th.Hall only for distribution of Treasure Hunt sheets.
* **Harvest Fair:** September 21st – KS shared draft schedule and classes. We now have three judges with the third judge focusing on children’s contributions.

**Action:** Schedule Booklet completed by KS, to be printed & shared in shop, on social media, etc.

* **Issues** with hall users arriving significantly ahead of booking time: Resolved amicably**.**
* **2 Friday Night** dance events booked by BW – with potentially a third to be run as a hall fund raiser near Christmas (TBC).
* **Other – All TBC: Reston Concert Band, Quiz** (potentially in October); **Cocktail**/Mocktail event.

**A.O.B.**

* Portrait of King displayed centrally. Position of clock to be changed.

**Meeting closed** @ 8.30 pm.

**Date of next committee meeting** August 12th @ 7.30pm.