**Reston Village Hall**

**Committee & Business Meeting**

Monday April 8th, 2024 @ 7.30pm

**SCIO No SCO5374**

**Attendees:**

Anne Barrett (AB); Brin McAllister (BM); Ged Kimble (GK); Stephanie Patterson (SP); Logan Inglis (LI) representing the Community Council (CC); Lyn Warholm (LW); Member of the public.

**Apologies:**

Kerry Simmonds (KS); Lucy Scammell (LS); Jan Stringer (JS); Ruth Donaldson (RD)

**Previous Minutes**

* March Minutes Approved.

**Matters Arising**

* **Hall Cleaning:** Photos of furniture storage and details of cleaning equipment & expectations etc. are clearly displayed and expectations to be included in hall hire terms & conditions (T&C). Hire assumes acceptance of hall T&Cs and these include note of cleaning fee charged if terms are not met (£25?).

**Action:** Update T&Cs to reflect above. \* Need to discuss at future meeting the potential of creating a cleaning rota from volunteers. \*\* Bill Wood (BW) has volunteered to maintain hall floor prior to Dance booking on Tuesdays.

* **Hall Furniture:** Funding for new stacking tables and chairs to be applied for. Next application window for funding is September.

**Action:** **KS** has application ready and will submit once hall accounts are finalised. **BM** to advise once accounts are audited by BAVS and submitted to OSCR.

* **RVH Online presence:** RVH information online (website) needs updating. ‘Old’ Facebook page is still active, though content is minimal and any search lands on ‘New’ page. Overall, there is a need to update all content; and to consider creating a new website that could potentially host more interactive content (i.e., Bookings [see Hallmaster]; comments/etc.).

**Action:** It is possible to report an inactive account, so worth following up **(GK)**. RVH page on ‘restonscotland.com’ site to be updated **(GK/LI)**.

* **GPDR:** For compliance, the Hall needs to have a Privacy Policy in place.

**Action: GK** shared draft for feedback. Once complete, this will be made available for general access online where appropriate.

* **Hall Charges:** A minimum booking charge of £15 will be introduced from May 1st to ensure that heating costs are covered in the event of a booking for just one hour. No change to hourly rate.

**Action:**  **None** – T&Cs updated and notice to users has been sent out.

**Treasures Report (BM)**

* Account has £11,992 in it, of which £1,543 is available for general use. Designated funds include some provision for supplementing Acoustic panels and Painting costs.
* Scottish Power recommended reduction of DD to £291 (from £315).

**Hall Improvements**

* **Hall Floor:** Repair and Cleaning to be scheduled.

**Action:** None at this moment. Will progress as/when acoustic work, etc. is complete.

* **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)

* **Health, Safety and Maintenance Checklist for Hall:** Completed, though updates will be required once all remedial internal work completed.

**Action:**  **GK** to finalise following acoustic installation and storage area completion.

* **Hall Entrance:** Estimate required for new door and entrance to hall.

**Action:** **SP** engaged Joiner to inspect & estimate - will follow up once he responds.

* **Storage Wall Painting (**& other small repairs to hall walls)**:** Currently a work in progress.

**Action:** **NONE**

* **Acoustics:** ‘Acoustisolve’ ran an on-site assessment and quoted £5,180 to supply & fit 40 panels. BM has requested drawings to show placement (and colors). Funding ideally - £3,000 from Federation Grant; £1,000 from Wish List; balance from Hall funds. The hall in current state cannot meet community equality and diversity needs, or host internal events such as concerts, tasting or quizzes, etc.

**Action:** **None** at this time – application to be reviewed by Federation on 28th April – **BM** to follow up. KS submitting application to Wish List.

* **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 - **BM** to liaise with CRA.

**Bookings/Social events** (Note: Some internal events not possible until Acoustic issues resolved)

* **Grantshouse Arts Fair:** May 31st – June 2nd.
* **Summer Fete:** June 9th confirmed with Noons. RVH to supply ice creams, tea/coffee, etc. KS applied to Wish List for £1,200. Posters on display in village and on social media

**Action:** None currently. **\*Check** to confirm if request for mechanical organ was made to AL.

* **Beer Tasting Event:** With Belhaven Brewery, possibly end July. RVH could also include BBQ to make and Inside/Outside event.

**Action:** **KS** to contact Belhaven for available dates and cost structure. Once confirmed, ticket prices etc. need to be set.

* **Duck Race/BBQ/Treasure Hunt:** August 18th.
* **Harvest Fair:** September 21st – details TBC later at future meeting.
* **Other – All TBC: Reston Concert Band, Quiz** (potentially in October); **Cocktail**/Mocktail event.

**A.O.B.**

* Carolyn (Lyn) Warholm was co-opted onto the Committee and kindly volunteered to consider taking on the role of Bookings Secretary.

**Meeting closed** @ 8.30 pm.

**Date of next committee meeting** May 13th @ 7.30pm.