

MacRobert Memorial Hall Development Group

Note of Meeting held on Monday 24th February 2014

Present; Nigel Healey, Sarah Leahy, Jacqueline Cooper and Justin Irvine.

Apologies; Mike Powell and Ruth MacKenzie.

Note of Meeting 21st January 2014; An small amendment required, Approved.

Hall Development;

1. **Hall User Manual** – A welcome A4 page with guide to location of lights etc. and fire assessment record formalising health and safety also to be drawn up with reference to user manual **Action; Nigel**
2. **Website and facebook** – To promote the new website via article in Piper which will also promote hall as a venue. Also look at other sites which we could link to. **Action; Nigel**
3. **Fund-raising** – Agreed to a 100 Club to fund-raise. (Licence is £40 plus printing costs). Andrew to organise. **Action; Andrew**
4. **Hoist for basement** - to get an updated quote from Migvie Smiddy. Mr Chapman has been on holiday. **Action; Justin**
5. **Sofa for foyer** – Nigel suggested purchasing one, agreed. **Action; Nigel**
6. **Picture rails for foyer** – To get updated quote. **Action; Nigel**
7. **Website calendar** – Colours have got muddled. **Action; Nigel**
8. **Wi-fi** – BT quoted a one off cost £172 for 24 months contract plus £31 p/m. Nigel to investigate other suppliers. **Action; Nigel**
9. **Public Access Defibrillator** – Nigel has completed form for grant from British Heart Foundation. Discussed suitable place for it to be kept, Chair store cupboard was suggested. **Action; Nigel**

Update on some of the current and future bookings;

- **TWT Auction** – postponed until October. Nigel to do low level advertising and Andrew to speak to auctioneer. **Action; Nigel & Andrew**
- **Woodend Barn** – Saturday 19th April – Nigel agreed to be licensee. **Action; Nigel**
- **Farmers Market** – Saturday 26th April.
- **All bookings are up to date on website calendar.**

Hall Management;

1. **Heating system** – Still getting quotes on air source, awaiting a quote from Clan cool who were at hall on Monday 25th Feb. Heaters have been advertised online but no bids so far. **Action; Nigel/Justin**
2. **Register of Hall equipment** – A list of hall equipment has been started for convenience of Hall users. **Action; Nigel**
3. **Finance report** – update given by Sarah.
4. **Dr Honeymoon play** – Nigel to put photographs taken on to a CD for Sandra. **Action; Nigel**

AOCB;

- **Projection Room** – Is in need of a tidy up.
- **Main Hall Roof** – A leak occurred during the recent heavy rain and wind. Gordon Coutts and the Roof Slater looked at it and have put in an estimated quote to fix the issue. Discussed and agreed to fix both sides. **Action; Jackie**

Date of Next Meeting; Tuesday 1st April 2014 at 7.30pm in the Upper Hall