

MacRobert Memorial Hall Development Group

Note of Meeting held on Tuesday 21st January 2014

Present; Nigel Healey, Andrew Robertson, Sarah Leahy, Jacqueline Cooper, Justin Irvine and Ruth MacKenzie.

Apologies; Mike Powell and Frank Ribbons.

Note of Meeting 26th November 2013; Approved.

Hall Development;

1. **Brass door plates** - Moved to Maintenance list.
2. **Hall User Manual** – A welcome A4 page with guide to location of lights etc. to be drawn up with reference to user manual. **Action; Nigel**
3. **Website and facebook** – To promote the new website via article in Piper which will also promote hall as a venue. Nicola will look at other sites which we could link to. **Action; Nigel/Nicola**
4. **Small Hall Painting** – Sarah was unable to get paint from Gordon R. To paint ourselves once paint located. **Action; All**
5. **Fund-raising** – Agreed to a 100 Club to fund-raise. (Licence is £40 plus printing costs). Andrew to organise. **Action; Andrew**
6. **Hoist for basement-** to get an updated quote from Migvie Smiddy. **Action; Justin**

Update on 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 - licence will be required.
- **Farmers Market** – Saturday 26th April.

Hall Management;

1. **Heating system** – Radiant heaters working well. Still investigating air source. To advertise old heaters online. **Action; Nigel/Justin**
2. **Register of Hall equipment** - To do a list of hall equipment for convenience of Hall users. **Action; Nigel**
3. **Main door light/back door light** – moved to maintenance list.
4. **Finance report** – update given by Sarah. Accounts due to be prepared and audited. **Action; Sarah/Andrew**
5. **Trade Waste Management** – New legislation being introduced January 2014. As our hall conditions state that users are to remove their own waste this does not affect the hall.
6. **Dr Honeymoon play** – They are keeping £1000.00 to set up (TADS) Tarland Amateur Dramatic Society. Remainder of money donated to hall funds. They have asked if Hall would pay for movable stage spot lights. They are to research and let hall know what they require and the costs before a decision will be made. Nigel to put photographs taken on to a CD for Sandra. **Action; Nigel/Jackie**
7. **Scottish Council for Voluntary organisations (SCVO)** – We have joined.
8. **Keystone** - Nigel and Mike suggested we look at Keystone, a quality award for people who manage village halls and community buildings. Nigel to go through information in first instance. **Action; Nigel**

AOCB;

- **Website Invoice** – agreed to pay half. **Action; Nigel**
- **Sofa for foyer** – Nigel suggested purchasing one, agreed. **Action ?**
- **Picture rails for foyer** – To get updated quote. **Action; Nigel**
- **Website calendar** – Colours have got muddled. **Action; Nigel**

Date of Next Meeting; Monday 24th February 2014 at 7.30pm upper Hall (Walk around First)