

## **Meeting of the Directors of the Board of Lismore Public Hall**

**held Tuesday 19<sup>th</sup> March 2019 at 7pm in the Committee Room**

Present: Anna Stewart (AS), Gilly Dixon Spain (GDS), Roger Dixon Spain (RDS), Sean MacDonald (SM), Archie MacGillivray (AMG), Kiki MacColl (KK)

1. **Apologies:** None

2. **Declarations of Interest.** There were no declarations.

3. **Minutes of Previous Meetings:** The Minutes for the Board Meeting of the Wednesday 19<sup>th</sup> February 2019 were read out by RDS and accepted as a true record of the meeting. Proposed GDS, seconded AMG

The Minutes of the **Lismore Public Hall AGM of Wednesday 14<sup>th</sup> March 2018** that had been approved on the 19<sup>th</sup> February had been amended to include the list attendees.

### **Matters Arising:**

**a. Lismore IT Group GDPR, OSCR:** GDS reported that there had been no further information forthcoming from the IT Group. But they had indicated that no grant had been paid in the previous financial year, meaning that the figures/bank balances had not materially changed.

**b. Check Lists for Water Filters:** SM said he had records of the recent filter changes, and would transfer them to the check list. The next change was due at the end of February. RDS said that there had been a problem with the pump running continuously, to the point that it had run dry, just prior to the fundraiser for David and Teenie. RDS said that the float switch function should be checked, and replacing it if necessary. **RDS**

**c. Weed Control, Gutters, Mops, Bench, Maps, Stage Refurb:**

**Gutters/Velux windows:** RDS said that the cupboards were very near completion, that clearing gutters, cords/function/ of velux windows would be tackled next, as indicated in the previous minutes.

**Weed Control :** Remains a priority once spring growth starts. **SM**

**Stage Refurb:** KK and Fieke have spoken to Simon Lewis. The intention is to get the screens made, but not out of pallet wood as previously planned, because it wasn't suitable for laser printing. Fieke was ordering some plywood in its place. RDS asked KK to prepare a report in the form of a short statement for the AGM on the stage refurb.

**Maps:** Nothing to report. **GDS**

**d. Fence Re-instatement (Duncan Brooks):** RDS said that he had arrange to meet Callum MacGillivray, RDS forgot and missed the appointment. They arranged to meet a couple of days later, and Callum didn't show. Both are trying to find a convenient to meet. **RDS**

**e. Fund Raising Ideas:** Left until the next meeting.

**f. Dance 25<sup>th</sup> May 2018:** This has been postponed indefinitely. Simultaneously it became apparent that the planned dance was going to clash with a Heritage event, and it transpired that Davy Maddock couldn't make the date anyway. The possibility of shifting the event to August was discussed. The Board felt that it was too close to Sportsday, and that there was a lot going on in August anyway. AS suggested that we should book the same date for next year, Saturday

23<sup>rd</sup> May 2020. It was agreed that we should do so. AS would approach Davey. **AS**

**g. CPR/First Aid Event:** GDS said that the British Heart Foundation had agreed to run the training free of charge. She said she thought the Hall ought to charge £3 per head to cover costs. She said she had communicated this to Colin McLean Flemming. **GDS**

**h. Hall Crockery:** AS said that the request for replacements had been left with the community trust. **AS, KK**

**i. Medical Fund:** RDS read out a letter that had been received from Beth Campbell, about the medical fund being repatriated to the Hall. The bank statement indicated a balance of £640.94p ( letter attached)

GDS asked if the wall plate had been painted. RDS said it would be seen to. **RDS**

4. **Treasurers Report:** GDS presented the summary sheet for the month showing a Bank Balance of £14,577p. Income £2270.44, Expenses of £2178.76. She again highlighted that expenditure had been inflated by the payment of £975 for cleaning for the whole of 2018.

The summary sheet for the 2019 financial year so far showed a trading surplus of £91.68. She had thought it wise to have a target profit for the year of £2000, and asked whether everyone thought that was reasonable. Everyone thought that it was. So these to figures, Trading surplus/deficit and the target profit would be produced every month to keep the Board focused on the financial direction of the Hall. The 2018 accounts had shown a deficit of

£762.12 if the capital expended of £2683.88 in complying with Fire and Electricity legislation was taken out of the equation. GDS

5. **AGM Preparation:** All of the required notices were posted in good time. Copies of the Draft Minutes for the 2018 AGM, 2018 Accounts, an Agenda for the 2019 AGM, and nomination forms were posted at the shop. Personal e-mails were sent to all those Members of the Hall who had e-mail addresses.

RDS Said that the Hall needed a full Board on the night of the AGM, we are small in number, the AGM must be seen to be supported.

RDS said he would be putting his Chairman's report up on the Directors FB page in the next few days, if anyone had anything they disagreed with he would be pleased to hear about it.

GDS asked how many copies of the Accounts would be needed. It was thought that 20 copies would be sufficient. The School would be asked to print them. GDS

GDS said she had had a Member of the Hall had requested that the ballot on the removal of the 'No Alcohol sales at the Hall' clause be a secret ballot. Whether there should be a secret ballot or show of hands was voted on. The majority favoured a show of hands. GDS and RDS wanted to have their objection to this minuted.

RDS said rather than have the Board decide, he suggested that the Membership should be asked on the night which method they would prefer. It was thought that this would be fair

6. **Water Testing:** The annual test will be carried out on the 10<sup>th</sup> April. SM and RDS will see that the system is clean on the day, by

changing the filters and injecting some Milton into the system.

**RDS,SM**

There has been an on going problem with the pump failing to start and stop at various times. Isolating the problem is either pump, float switch or pump main switch. This has resulted in a lot of inconvenience for those hiring the Hall. It was thought to be the float switch, now it seems it might be the contactor in the main switch. Ricky Nisbett had been to have a look and was to return next week to replace the pump with the spare. RDS said he would change the pump tomorrow and try to work out where the problem is, rather than wait a week. **RDS**

7. **Good Governance:** Nothing to report

8. **Directors Responsibility:** Nothing to Report

9. **AOB:** KK said that there had been a complaint that the hall hadn't been properly cleaned after a recent event.

She suggested that there should be a refundable charge, this was thought too impractical, or a Director should be responsible for checking the Hall after events. She offered to be that director. This was thought to be impractical too.

Since there had been several instances of this recently, it was decided that GDS would write and provide Hall users with a cleaning check list for the avoidance of doubt in future. **GDS**

10. **Date and time of next Meeting:** Wednesday 27<sup>th</sup> March after the AGM that was to be held at 8.00pm.