Minutes of a Committee Meeting held on Wednesday 30th November 2016

Attendees: J Sharp, J Culley, N Rutherford, R Waddell, A Nimmo and M Nethercot
Apologies: P Sellar, P Martyn (Eildon Representative)

1. Previous Minutes were circulated by email and agreed upon

2. Finance
   - Robin Waddell prior to the meeting circulated an email with the latest financial accounting and briefly recapped at the meeting. All agreed it was a positive reflection considering we have recently purchased a new boiler. It was agreed we would need a meeting to discuss next year's budget. Other notable points were:
     - A few outstanding invoices but Robin will chase up and nothing significant to cause concern.
     - The Insurance grant has come through.
     - Letter has been sent to EDF to amend the nominated person to Robin so once confirmed we can look at more efficient cost saving tariff options.

3. Bookings & Marketing Schedule and Issues
   - New bookings were taken for a pilates class and the Jehovah’s Witnesses will be using the hall whilst theirs is being refurbished. The Yoga class has also increased usage. It was agreed that Robin would arrange for a spare key to be cut for the Jehovah’s Witnesses given the length of booking. (Action RW)
   - It was noted that a few committee members had come across a second Cardrona website – John will look into this as it is displaying out of date information and might be preventing individuals from sourcing the current one. (Action JS)
   - Need to promote the Christmas Switch On – John will organise for posters, email out information and put on the internet. (Action JS)

4. Communications
   - It has been noted that a number of dog owners are failing to clean up their dogs mess around Cardrona, especially noted on the Green. At this time of year this disappointing laziness increases. It was agreed that we will put this on the next newsletter but will urge people to keep watch for individuals failing to carry out their duty in keeping our village tidy and clean.
   - It has been noted that a number of cars have been parking in the village car park but not for usage of the hall. This is preventing others uses of the hall parking which is not acceptable. A letter asking for removal will be sent to those individuals and monitoring will be increased along with signage put in place advising for patron use only.
   - It was mentioned that a few individuals are struggling to lock the door after using the hall. This is because the adjoining door will need to be closed properly with the push bar appropriately being pulled back into place. There is nothing wrong with the door as such noted perhaps an email about this will be issued to advice regular users. (Action JS)
   - Pump and Jump update – the CVA hasn’t received any update on the proposal as such John will contact to seek one. (Action JS).
   - Action tracker – noted nothing to report on all areas.

5. Village Common Parts & Hall Maintenance
   - The hoover has been replaced and is working fine.
   - Curtains – agreed Mark will pick a colour and issue around to the group to agree before placing an order.
   - Earth bonding has been carried out
   - Smoke alarms to be tested. Robin believes we had received an invoice for this work to be done, so will check and advise Nigel. If not, Nick Silk will carry out the work.
7. **Fund Raising Events**
   - Agreed that the Tweed Valley Male Voices had been a success and thanked Nigel for his hard work in organising this.
   - Christmas Switch on was confirmed date of the 11th. The band will be starting at 4pm and after 15 minutes we can arrange then for the choir to sing for the next 30 minutes. At 4.30 we are hoping that a special visitor will arrive followed by the lights being switched on at 4.45 and the band again playing until 5pm. Agreed those able to help set up will arrive at 3.30 and any volunteers to help tidy after would be appreciated. Jenny will confirm with the hotel their attendance and support and John will market this event. *(Action JC)*.

8. **A.O.C.B**
   - Nigel will get the Christmas tree for inside the hall down for toddlers to decorate at their next meeting.
   - Soundproofing – John has advised the individual who raised this that we will be happy to discuss potential of this if the information is provided to us. We need to know whether grants are possible, the impact on other events taking place and any other factors before we can give it weight to a discussion.
   - Agreed early January we will issue out a newsletter and provisionally hold the AGM 17th February.

Provisional date of next meeting set for Wednesday 11th January 2017 7.00pm to discuss general business along with next years budget and AGM.