



## Minutes of North Middleton Village Community Hall Committee Meeting

10<sup>th</sup> November 2025

Present: Sam Paterson (SP)  
Norma McDonald (NM)  
Lynne Morris (LM)  
Shirley Cameron (SC)  
Carrie Bennett (CB)  
Kirsten Park (KP)  
Anne Robertson (AR)  
Janet Donaldson (JD)  
Thomas Silk (TS)  
Dan McCormack (DM)

Apologies: Ross Thomson-Chandler (RTC)  
Jen Russell (JR)  
Stevie Morris (SM)

In Attendance: Craig Purves

### Welcome

SP opened the meeting, apologies were noted and minutes approved.

**Action**

### Actions from Minutes of Last Meeting:

Hand-dryers for hall toilets – RTC still trying to firm up a date.

RTC

Defib Go Fund Me – the charity registration document is still outstanding. SP advised that this needs to be done within the next 4 weeks otherwise funds will be returned to donators. SP to action. CB reimbursement still outstanding.

SP

Constitution changes – it was agreed that the amended constitution is adopted.

### Treasurers Update

RTC had advised his report as follows:

No.1 account - £9,710

No. 2 account - £1,623

RTC had to move £1700 to cover a large bar order and to ensure no.2 account was not wiped out due to this outlay. Money will be paid back into no.1 account to cover it. CB advised there would be a further bar cost for beer and lager kegs to take into account.

Fridge repair and Halloween party invoices were paid from no.2 account. The Christmas party entertainment cost (Starz) will be paid in cash as requested by the supplier.

### Hall Business/Risk Assessments

TS advised that he and Stevie Russell (Bonnyrigg Electric Services) had looked at the hall electrics and identified areas that needed attention; sorting out the electrics in the bar area, repair of lights in the kitchen and adjustment to the gantry, main distribution board upgrade to current British Standards. The overall quote received from Stevie was £1,386 (inclusive of VAT) which TS advised was very reasonable for what was required and this was agreed by the committee. It was discussed that, due to the current pressures on hall funds, expenditure

TS

needed to be prioritised accordingly. TS to reassess the electrical works and advise on priority requirements and costs.

TS

TS advised however that when the electrics were to be done in the bar area, someone with knowledge of what the plugs were for would be needed, as at the moment there was confusion as to what they were linked to. Agreed once identified they should all be labelled.

CB/KP

CB is progressing the risk assessment requirements and reinstatement of notices regarding fire hazard warnings within the hall which had been taken down during redecoration. KP to forward H&S policy document to CB.

The supply of gas for the beer and lager kegs was discussed. It was agreed that the need to identify what gas was required and frequency of when this should be replenished established. SC to check the gauges and advise on current gas cylinder situation. Once this was identified and agreed, the pick-up of the required gas from BOC in Leith could be arranged rather than delivery, which appeared to be problematic in regards of timing.

SC

### **Bar Fridges/Ice Machine**

CB had arranged a visit from Ian from Cool Direct Sales to discuss the replacement of the current broken bar fridge and ice machine (now not working). Quotes had been received at £425 plus VAT for the bar fridge (supplied and fitted with 2 year parts and labour warranty). Also the current double fridge by the till could be repaired for £65 as it was only a replacement bearing that was needed in the fan. The ice machine replacement was £995 plus VAT for a Scotsman AC47 ice machine (supplied and fitted with 2 year parts and labour warranty). The new ice machines have a self cleaning programme and are more eco-friendly in running costs.

LM had trialled a portable ice machine, purchased from the Moorfoot Community Council micro grant. This proved to be very noisy and it took 90 minutes to produce a small bag of ice, therefore not suitable for providing ice for the bar.

LM and NM had also gone to look at the smaller ice machine at Carrington Village Hall. Shona at CVH advised that the ice machine required to be switched on at least 24 hours prior to a function in order to start the ice making process. Also the first ice produced required to be discarded to ensure no contamination as the ice machine was switched off when not required. The ice machine also had to be filled with water or plumbed to a tap or water supply. Once used and switched off, any remaining ice in the machine had to be removed and the inside thoroughly cleaned and dried. LM and NM felt that this was something that wouldn't be easily accommodated in the current bar set up at the hall.

The use of bagged ice was discussed. NM provided cost information on supplying bagged ice and the cost of a freezer for storage over a 10 year period as a comparison with the ice machine cost for the same period. SC advised that the amount of ice required in the bar was much less than estimated and therefore the costs were less.

NM to attach the bar fridge information to the minutes for further reading.

Also suggested was changing the current ice buckets for smaller wine coolers as an option which would further reduce the use of ice in the bar.

LM/NM advised that the level of alcohol having to be stored in the kitchen food fridge did cause issues during larger events such as the upcoming Christmas Fayre as a lot of food prep and storage is required beforehand so a replacement bar fridge would be beneficial.

KP advised that expenditure costs needed to be prioritised as there were not enough funds currently to do everything that was identified.

TS suggested a priority list was drawn up given the level of proposed expenditures.

## **Hall bookings and invoicing**

CB advised she would open and close the Peden church booking on 30<sup>th</sup> November. Regarding the children's party booked for 12<sup>th</sup> December – DM would open at 1pm and NM would close at 5pm.

CB  
DM/NM

The handover of booking and diary responsibility from KP to JD scheduled this week.

KP/JD

LM asked if the booking of the Cocktail and Canape event for 2026 could be discussed and if the Quiz night could be moved to another date. LM was advised that the quiz nights, food van nights needed to be consistent and that the cocktail event would need to be rescheduled.

KP advised that the invoices for LCA had been undercharged for the hall hires. KP had emailed LCA advising of this error and that the full hour charges will apply from January which was agreed as fair notice.

## **Files and Archiving**

File storage was rediscussed and it was agreed for DM to order 3 fire and waterproof document boxes at £35 each.

DM

## **Hall Licenses**

JD had looked into the various hall licenses and provided details on each type of license (see attached documentation).

The Tuck Shop held on a Friday required registration with the Council and paperwork to be completed. JD to liaise with LM to get this completed. Also an inspection of facilities and set up would be required and then further inspections carried out every 1-2 years.

JD/LM

Under the hall's TV license, any BBC, ITV and C4 sports could be shown. However, showing TNT sports on the large screen would require a separate license at £145 per month.

Bingo, raffles etc carried out within the hall do not require a license, Raffles that take place outside an event and are open to the public will however need to be registered with the Council.

The PRS PPL music licence is due for renewal. JD to email RCT with the information regarding income figures which are applicable in reapplying for this license.

JD

A license for fetes needs lodged with the Council.

## **Music Cupboard:**

TS advised that he had been successful in acquiring a micro-grant from Moorfoot Community Council which would enable the purchase of a new amplifier for the Open Mic nights at the Hall.

The existing equipment in the cupboard was discussed. This equipment was unfortunately getting tampered with and at times damaged. Ideally an amplifier that had no connections and only a volume adjustment would be ideal and alleviate cable and connection damage during use.

Agreed TS to look at the whole music cupboard set up and come up with a plan for further discussion.

TS

TS advised that the Strange Brew event scheduled for 13<sup>th</sup> November would hopefully be self funding through ticket sales. It would however be appreciated if the hall could donate a bottle raffle for the event, which would further help boost funds.

## **AOB**

SP advised that Moorfoot Community Council had emailed to say a donation of £350 was available to the village hall to provide a community led event. The donation could only be used for community benefit and not for any capital expenditure within the hall.

SP asked if everyone could have a think about what could be organised for further discussion. A couple of suggestions were a free soup/sandwich lunch, warm space provision, family BBQ.

ALL

AR advised of the 6 Nations Rugby dates for 2026:

7<sup>th</sup> February (2.10 pm kick off) – Scotland v Italy

14<sup>th</sup> February (4.40 pm kick off) – Scotland v England

21<sup>st</sup> February (4.40 pm kick off) – Scotland v Wales

7<sup>th</sup> March (2.10 pm kick off) – Scotland v France

14<sup>th</sup> March (2.10 pm kick off) – Scotland v Ireland

SP advised that Starz, who provide entertainment at the hall children's parties, also do a ladies night event which might be worth trying out in the hall. Costs would be £450 which would be covered by a ticket charge at £10 per head. Agreed SP to organise for 2026.

SP

**Date of Next Meeting :** Monday, 1<sup>st</sup> December 2025