



Middleton Village
Community Hall

Minutes of North Middleton Village Community Hall Committee Meeting

2nd February 2026

Present: Janet Donaldson (JD)
Norma McDonald (NM)
Carrie Bennett (CB)
Anne Robertson (AR)
Lynne Morris (LM)
Jen Russell (JR)
Dan McCormack (DM)
Craig Purves (CP)
Thomas Silk (TS)

Welcome

Action

JD welcomed everyone to the meeting. There were no apologies noted

TS attended the meeting, following his resignation from the committee via WhatsApp, to hand over the amplifier and to pick up his own equipment from the hall. TS advised that the Moorfoot Community Council grant had enabled the purchase of the said amplifier. Unfortunately this was faulty and a replacement amplifier had been sent. Both amplifiers are now in the hall cupboard, clearly labelled, and the relevant instructions are in the box. TS also handed over money raised from the open mic showcase held at the hall, along with a donation from another show he did in Innerleithan, totalling a £400 donation. TS asked that this donation be used specifically for music purposes. TS was thanked for this by the committee.

TS also stated that he had relocated the open mic nights to Arniston Miners whilst the hall bar was closed. TS said that he wanted to maintain continuity of this event, as he felt any break in the regular scheduling might lead to participants not returning. The committee fully understood this decision but were obviously very disappointed, however the recent events which had caused the closing of the bar were unforeseeable and the committee were working extremely hard to reopen as soon as possible.

TS advised the band night booked for April was cancelled as the band had found another venue. CP agreed to be the contact for the comedian scheduled in April which will still be held at the hall.

TS said he would be more than happy to help the committee/hall when required in the future. The committee again thanked TS for his help and input to the hall over the previous months. TS left the meeting.

Actions from Minutes of Last Meeting:

Risk Assessments

CB advised she would populate the layout plan she now had with the fire points and display in the hall as appropriate. CB advised that signs were required for all fire points and she would purchase these which were around £2 each. The rendezvous point was agreed to be in the public park by the swings. JR would liaise with CB to check the risk assessments and finalise.

CB/JR

CB advised that she had contacted the Midlothian Council re a fire officer visit but had no response as yet. The email christopher.moran@midlothian.gov.uk. CB/JR to chase this up.

Treasurers/Financial Update

LM was still transitioning to the Treasurer position and getting account access and hand over of information sorted out with Ross Thomson Chandler, who was the previous Treasurer until his resignation.

LM advised the current account was standing at £1,291 as at 31st January 2026, which included £300 hall booking deposits to be returned therefore a truer balance of £891 is reflected.

The savings account balance was £12,163.

There is a restricted balance of £1201 which is made up from the defib fund and Moorfoot community council donation.

LM advised there was a third bank account which she proposed to use as a hall fabric fund account and try and build up monies for the maintenance of the hall. LM proposed that the £1,000 annual donation from the Carcant fund should be moved to this account. JD asked for a vote on this and this was approved unanimously.

It was also voted and agreed to cancel the accountant direct debit of £75 per month after this financial year (April 2026) as the accounts only required verification and not audited for OSCR submission.

LM

LM also advised that the reported cost of the website renewal was more than reported previously ie the £400 was actually £656. £138 cost was for the domain name. Unfortunately we are now tied in for 3 years until 2029. £40 was being paid for the current calendar. This could be used for taking hall bookings online and this will need to be investigated further to ensure we are fully utilising what we are paying for given the contract period.

The bar takings figures were discussed and how this is recorded. In January there was £278 taken cash and £244 taken by card making £523. However our DPM rate was deducted at £120 and also there would be a cost for the alcohol before profit.

A point outstanding from January was regarding any kind of tax relief given its charitable status and also whether gift aid could be applied to ticket sales for any events in future. This still needs to be checked out.

LM

Maintenance

The maintenance list collated would be shared via the WhatsApp group and further discussed at the next meeting. However the following maintenance issues were discussed.

The boiler is the urgent matter of concern as the astronomical electricity bills are unsustainable. NM advised that a plumber with some experience in the boiler set up had looked at it on Friday and that he had reset the system and the compressor had fired up. It looked as if it was still running on that as opposed to the electrical back up. However no hot water had resulted in this reset and therefore we still need to source a heat source specialist to come and inspect the boiler. NM would update if any contact information was forthcoming from the visit on Friday. Meter readings over the weekend didn't seem to indicate any reduction in usage which was disappointing.

NM

JD advised that she had changed electricity suppliers. Unfortunately the contract should have been assessed 3 months prior and, as a result, the Government Levy which could have been opted out off was now being applied, adding a £700 charge to the electricity. JD advised that the hall will be on a 36 month contract with YU energy from 21 February which is £1.95 per day standing charge, 22.8p unit charge and a night rate of 16p. As advised, the Government charge applied since January is £1.77 per day.

The pest control contract with Menco was discussed. JD advised that Environmental Health indicated that as long as comprehensive records were kept by the hall and that the council were contacted if any extra pest control was needed, this was sufficient to meet requirements. NM

advised that there were areas around the hall that required blocking to stop vermin coming in and that the pest traps were not an expensive purchase. Agreed to cancel Menco and take this inhouse. NM would get the pest traps and organise the sealant and regular checks.	NM
The cleaning of the hall was discussed. CP to arrange for his cleaning contact to view the hall and provide a quote. Agreed that the current cleaner in the meantime needs to provide an invoice. CB will contact and advise.	CB
CP to get a quote for window cleaning and rhones. AR advised she would be able to clean the internal windows of the hall going forward.	CP
The current till was discussed. This was costing £70 per month and wasn't being fully utilised. JD had spoken to SUM UP regarding the card payments and, during the discussion, was advised that they would be able to supply till and POS services at a cost of £45 per month however there was also the option of purchasing a suitable till that could link with SUM UP from Costco which would then result in a £12 per month charge for the card services. JD to check the till contract to ensure we can cancel and LM and JR would look at tills when they were in Costco. LM would also enquire about a Costco business card for the hall.	JD LM/JR
JR to get the PAT testing information for the hall to check if this is due for any kitchen appliance. – <i>updated information advised this was done February 2025 so due February 2026.</i>	JR
Lock on the front door needed attention and the side gate. NM to organise	NM
DM to check manual to try and change the alarm code. CP said that this should be done regularly to ensure good hall security. The key safe needs renewed but agreed it should stay in the same location but with a solar light for better visibility. LM to investigate.	DM LM
The drain cover missing needs to be replaced asap as it's being filled with stones. NM to arrange.	NM
Bar Update	
The bar fridges had been delayed due to the smaller single fridge being out of stock for a time. NM had chased today and it is hoped that the delivery to CoolDirect is by Wednesday this week, with a view to installation at the hall the following week. NM will advise if there is any change and when the delivery/installation will be once known.	NM
With regard to the bar training and the Personal Alcohol Licenses, LM and NM now had the relevant qualification and the application form for a personal license was now with Midlothian Council Licensing Department to process. DM was in the process of completing the training module.	
A named person was required for DPM and NM advised that she would undertake this position for a year and then review. This was a very responsible position and NM stressed that all bar issues and regulations must be strictly adhered to with no changes being made or shortcuts being adopted going forward. The licensing laws were extremely rigid and there was no deviation allowed by anyone. With NM being named as the DPM on legal documentation this was a strict prerequisite on her agreement to undertake the role.	
The bar needed a clean, revamp and restructure, which DM, LM and NM will undertake. DM had already cleaned the beer pipes and would continue to do this regularly. There needs to be a stock take of the alcohol which JD, LM and NM will undertake.	DM/LN/NM JD/LM/NM
The beer supply was discussed. Currently via Bellhaven the beer supply is kegs of Bellhaven and Tennents Lager. The kegs at times were going back with surplus beer which wasn't cost effective. It was felt only the lager was needed in draught, however there is a minimum 2 keg order with Bellhaven. Costs currently are £192 for Tennents (11 gallons) and £175 for	CP

Bellhaven (11 gallons) inclusive of VAT. CP said he would talk to Stewarts Brewing in Loanhead and investigate options there.

Hall bookings:

Bookings in January resulted in good feedback from users with some rebookings for later in the year. JD advised we need to keep this up and encourage more bookings for the hall.

Pricing was raised and a discussion on free booking rates for certain community groups. It was agreed that the hall was not in a financial position currently to allow free use of the facilities. It was also agreed to look at the pricing for hall hire from April 2026 to potentially £20 per hour for event bookings. The booking form/website needs to be amended to minimum 2 hour hire.

DM queried the kitchen access going forward for hall bookings, ie water. This was possible now that the alcohol in the bar had been removed. This would be reassessed once there was more time to assess the kitchen for hire as the focus at the moment was on bar reopening.

Kid's camp was booked for the 3rd week in February.

The Ladies Night event had been moved to the Dean Tavern

The Six Nations Rugby events would be cancelled, however it was hoped that the last match in March might be able to be held.

Coffee morning on Saturday was going ahead

There was a booking for the committee room on 12th February from 7pm-9pm. **CP said he would open and close for that event.**

CP

Booking for 15th February 1pm-5pm still to be confirmed. AR and NM will open and close if it goes ahead. – *updated information advised this event was not going ahead*

AR/NM

CB advised we needed to book for the summer fete arrangements now. There is an £800 grant from the Council. Agreed it would be good to have an old school type event and further discussion was needed on how this would be achieved. LM advised Borthwick Pipe Band would be happy to attend again to open the Fete. Also it was queried whether Matties Ices, if they wanted to come again for ice cream sales, would perhaps give a donation out of their profits. Inflatables agreed were the bucking bronco and bouncy castle. The face painter was quite expensive at £250, and this needs further discussion at the next meeting. CB to deal with the booking of the inflatables and council grant.

CB

AOB

CP advised he was waiting on the Council guidelines in order to apply for the grant for the pickle ball and badminton court set up at the hall. We need to ensure the correct wording is used on the application in order to meet the criteria.

CP

It was also agreed that if any other grants were available we should try and enquire and apply. If further investigation on this could be made by all in the committee.

ALL

Date of Next Meeting : Monday, 2nd March 2026