



Minutes of North Middleton Village Community Hall Committee Meeting

5th January 2026

Present: Sam Paterson (SP)
Ross Thomson-Chandler (RTC)
Norma McDonald (NM)
Shirley Cameron (SC)
Carrie Bennett (CB)
Anne Robertson (AR)
Janet Donaldson (JD)
Thomas Silk (TS)
Dan McCormack (DM)
Craig Purves (CP)
Lynne Morris (LM)

Apologies: Stevie Morris (SM)
Jen Russell (JR)

Welcome

Action

SP advised she would be dialling into the meeting and that RTC would be chairing. Apologies were noted and minutes approved.

Actions from Minutes of Last Meeting:

Risk Assessments

CB advised the risk assessments were done in part, however help was needed on a hall layout plan. RCT provided a layout of the hall at the meeting and TS advised he could do this via CAD if required.

CB

JD advised that the Midlothian Council contact name re fire officer visit was christopher.moran@midlothian.gov.uk. CB to contact and arrange.

Files and Archiving

DM and SP to archive the folders into the appropriate fire safe boxes on Friday (9th January)

SP/DM

Moorfoot Community Council Donation

It was agreed a village BBQ would be a good use for the £330 donation from Moorfoot Community Council. SP to contact the Council to advise of plans so that funds could be released. Date and event detail to be discussed at next meeting.

SP
ALL

Treasurers/Financial Update

There had been a request for more detailed financial information at committee meetings and RTC gave a further breakdown of figures.

The total income for December 2025 was £6099.84 and total outgoings £5094.82. Cash in hand £1032. Two floats totalling £300 were sustained and there was also a float in the safe not yet counted.

Total income November 2025 was sitting at £4282 and total outgoings £4474.

RTC stated that a busy month when the hall had more income coming in was usually followed by a month where there was the reverse and more expenditure and the bank accounts usually offset the balance, with the endeavour to try and keep at least £1500 in No.2 account.

No.2 account April – December income £34,257 and expenditure £31,379.

The bar takings and costs were discussed and SP advised that savings had previously been made by reducing the opening hours of the bar from Fridays and Saturdays to Fridays only. SC pointed out that the village hall bar was initially created as an add on to the hall and wasn't a "commercial" bar or being run as such. Also the band nights were stopped due to low attendance and this has saved £2500. April – December 2025 bar takings were £20121 and outgoings £17269.

The Hogmany House Party was reported as a successful event.

Bar prices were kept lower due to the village hall status although bar prices were put up in 2024. Further discussion ensued re bar prices and whether these could be annually assessed with a small increase. Even with a 10p increase the prices are still very reasonable. SC advised that there is a margin for the price increases and what would be accepted. CP asked if the hall had a contract with Bellhaven for supplies or could this be sourced elsewhere. SC advised that Bellhaven were used as they supplied both Bellhaven and Tennants beers and other larger breweries wouldn't be able to accommodate our levels of supplies.

CB/LM asked if a better mix of tables could be put out on Friday bar nights to try and encourage attendance as currently there is only one large round table set out which seemed restrictive.

RTC advised that the electricity account with Eon is up for renewal soon. April – December electricity costs were £4642. Scottish Water charges came in at £2000.

RTC

JD asked if the hall received 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. RTC to check both points with the accountant.

Maintenance

There was a discussion about maintenance of the hall going forward and SC suggested setting up a task force to identify what work was required which could then be further discussed at the meetings. LM and DM to liaise regarding a maintenance list. CP commented that we should also utilise help within the village community where available.

LM/DM

JD asked that a voting system was established at future meetings in order to make decisions more streamlined and this was agreed by the committee.

RTC listed the previous maintenance and investment in the hall over the year including decorating, electrical and kitchen refurb which totalled £7500. There were further electrical works currently quoted for at £1600 to be carried out and this had been agreed at a previous meeting as essential works.

Bar Fridges

The bar fridges were again discussed. It was agreed that a triple beer fridge and single wine cooler/fridge was still required. Prices had been obtained via CoolDirect who supplied the current fridges and also online via Napiers. Although CoolDirect were slightly more expensive, they did give added labour to the 2 year warranty and a relationship was already in place with them as they maintained the current food fridge in the hall. NM/LM to arrange provision via CoolDirect.

NM/LM

Website

RTC advised that the hall website contract was up for renewal and he had negotiated a reduction on costs which wouldn't adversely affect the current use of the website, equating to £12 per month. Committee agreed to remain with the current supplier on this basis.

Facebook

LM agreed to take over monitoring the FB messenger in order to avoid confusion on replying to any messages or enquiries as some had previously been missed. LM asked if the hall email could be added to the automated response. RTC to action.

LM/RTC

Hall bookings:

The bar will be closed Friday 9th January and reopen as usual Friday 16th January. SP to put post on FB.

17th January – booking for a 16th birthday with 35 people. No alcohol. 7pm-11pm. NM and LM to open/close.

18th January – booking for 4th birthday with 30 people. Inflatable, no bar required. 10 am – 2pm NM and SP to open/close.

24th January – booking for 1st birthday, 60 people. No bar required. 3pm – 9pm. AR and CB to open/close.

TS advised that he may have a band booking for 21 March however there was a booking in place requiring a bar for that afternoon meaning a long shift for SC. TS to check if any other date could be viable.

LM suggested that we could offer hire of the white table cloths and chair covers at certain events.

CB asked if the Spring Fete, Halloween and Christmas parties could be further discussed at the next meeting, particularly the use of Starz. SP advised that she had already booked Starz for the Halloween party as we are given first refusal of dates. SP further advised that the sale of tickets for the Halloween party covered costs for Starz but didn't give any profit. The Christmas party however ran at a loss with the cost of Starz not being covered by ticket sales this year.

CP asked whether any users of the hall were asked what type of events they wanted at the hall and/or feedback and would it be prudent to do a bit of market research in this regard. CP volunteered to speak with people in the village on this subject and advise on feedback.

CP

DM advised feedback on bookings he had dealt with re hall opening re kitchen access. No kitchen access could be given due to the alcohol in the bar area.

Future advertising for hall use would be beneficial especially given the committee room was currently under utilised.

AOB

A new large sweeper brush to help better cleaning of the hall was gifted.

Date of Next Meeting : Monday, 2nd February 2026