



Minutes of North Middleton Village Community Hall Committee Meeting

1st December 2025

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

Apologies: Ross Thomson-Chandler (RTC)
Lynne Morris (LM)
Stevie Morris (SM)
Craig Purves (CP)

Welcome

Action

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

Actions from Minutes of Last Meeting:

Hand-dryers for hall toilets – RTC updated via voice note. This hasn't been progressed further due to the previous meeting discussion regarding priorities for hall expenditure. Agreed to postpone this matter to a future meeting.

Defib Go Fund Me –reimbursement of costs still outstanding. SP had now passed to RTC to amend the application for release of funds and resubmit the information. CB advised that defib pads also needed to be renewed soon.

SP/RTC

CB advised she had been in touch with the Red Cross regarding arranging a visit to show how to use the defib to interested people, however this would be charged for. There is a video online which could be posted on the FB page.

CB

Treasurers Update

RTC advised his report as follows via voice note:

No.1 account - £11,683.89 (£1,835 paid in)

No. 2 account - £1475.64

Cash: £1093,73

3 x spare floats £600

Spare £5 notes £55 (these are like gold dust so I don't tend to pay any spare in)

Spare £1 coins £100 (generally more available but can easily run out so I hold some back, especially for when we have events scheduled)

Loose denomination £33.73 (insufficient amounts of coins to be able to bank)

Starz Entertainment - £300 cash payment due, expected amount to be confirmed but will be less.

There is also a float and bar takings in the hall but this is yet to be counted for last weekend.

RTC would give a more detailed account of monthly outgoings and income at the January

meeting but advised that there were usually £800 of monthly fixed outgoings, £1500 variable monthly outgoings i.e. Bookers, electricity, brewery. Monthly income again from fixed items and bar takings usually broke even.

Risk Assessments

CB asked for help in progressing the risk assessment requirements. JR and SM to assist CB with this. DM said he would also assist if required. CB/JR/SM

CB again advised the need for fire hazard notices to be displayed in the hall. JD to find out the contact within Midlothian Council who could advise on what was required via site visit. JD

CB advised a supply had recently been received from BOC. This was paid for via the hall credit card but agreed should be a direct debit going forward. There is also a monthly rental charge for the cylinders. Currently there are two spare cylinders in addition to the one in use.

Bar Fridges

After discussion on requirements for bar fridges, it was agreed to get prices to replace the broken fridges in the bar area with a triple fridge and wine cooler. The double fridge at the optic side will be moved to replace the old noisy fridge at the till. Both triple fridge and wine cooler will have to be lockable. NM said she'd liaise with LM re previous quotes and SP to also send produce link. SC asked to ensure locality of supplier and warranties should any repairs etc be required. NM/LM

Hall bookings:

Karaoke held on 28th November didn't attract as many people as anticipated however set up was very good and hopefully if another was arranged it would be better attended.

Bingo on the 29th November wasn't as busy as usual however maybe due to the time of year and weather on the night.

SP advised the pizza van had been booked for the 6th December before the Tearfund Quiz. Bar will be open from 5pm.

The Showcase event on 13th December - £5 entry/ticket including raffle. Hall to donate bottle.

Pool table in the hall annex 50p per game with winner staying on arrangement for play.

Children's Christmas Party tickets were unfortunately not selling well as anticipated and there would not be enough tickets sold to cover the full Starz Entertainment fee. It was agreed to still go ahead with the event honouring the current tickets sold but try and sell more tickets to recoup as much money as possible for the entertainment fee. Discussions for maybe a different sort of event for Christmas 2026 to be done next year.

Bar Christmas Eve opening times would be 5pm – 9pm. Boxing Day TBA by SC. Hogmany opening times would be 7.30pm until 1am. Karaoke to be set up if anyone wants to participate. Bring your own food (but not your own bottles!) Bar also would be open Friday 2nd January but then closed and reopen Friday 16th January. SC

Hall Rates:

JD had taken over the hall bookings and will send an email advising of the new contact to current hall users. JD advised that there were currently different rates applied to the regular hall bookings and it would be good to standardise these and to bring them back in line with the standard hall rate.

There was a discussion on the booking rate of the hall and notice would obviously need to be given to regular bookings regarding the standard hall hire rate and options available. SP advised that the hall just needs to break even.

It was also proposed that future private hires for the hall would have a minimum 2 hour booking requirement applied. SC advised that no hall bookings could be made for 3 months in the summer (June/July/August) when SC unavailable and a restriction on Saturday party bookings.

JD to also discuss with Warhammer their request for tea/coffee supply that had come in via KP. JD

Files and Archiving

DM had purchased the file storage boxes and would build these up in-situ. Archive files would be stored in the attic with current paperwork accessible in the hall. DM

Hall Licenses

It was agreed that the current TV license which allowed any BBC, ITV and C4 sports to be shown would suffice for the time being and the TNT sports license at an extra monthly cost could be reassessed at a later time.

RTC voice note update regarding the PRS PPL music licence advised that figures had been submitted after renewal discussions and a final invoice was awaited. RTC

Music Cupboard:

TS gave an update on the music cupboard plans and hoped to do more work over the Christmas period. Initially sorting out the music area was the focus, but hopefully the rest of the cupboard as a whole would be tackled at a later date.

The storage cupboard area is becoming overcrowded with hall user storage. JD discussed a proposal for coloured identification on the shelving so that specific storage areas were clearly visible for individual users. JD would get this done over the quieter period in January. JD

Maintenance:

JD suggested that any maintenance could be done during the quieter time of January, for example the carpet floor tiles for the hall foyer, which are currently stored in the cupboard. It was felt however that at this time the foyer carpet wasn't in desperate need for renewal so this would be postponed.

NM advised that the gutters were recently cleaned out but would be full of leaves again from the surrounding trees. NM was going to raise this at the next Moorfoot Community Council meeting to see if Midlothian Council could trim the trees. DM also offered to clear out the gutters when required going forward. NM
DM

NM also arranging for the broken lock on the electric cupboard to be replaced hopefully in the coming 2 weeks. NM

TS would liaise with Stevie Russell (Bonnyrigg Electric Services) to get the electric work carried out as per the recent quotation - £1,386 (inclusive of VAT). TS

AOB

SP asked for further consideration for what could be done with the Moorfoot Community Council 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.

ALL

KP advised that she was stepping down from the committee for a period of time.

Date of Next Meeting : Monday, 5^h January 2026