



## Minutes of North Middleton Village Community Hall Committee Meeting

6<sup>th</sup> October 2025

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

Apologies: Lynne Morris (LM)

### Welcome

### Action

SP opened the meeting as the new Chair and thanked KA for her hard work in the role previously and welcomed the new committee members elected at the AGM.

SP reiterated the vision of the committee for the village hall to offer a sustainable, warm, friendly and safe environment for social welfare and recreation, open to everyone regardless of age. SP advised that although the hall wasn't a business, it was the purpose of the committee to try and ensure that it is kept going financially otherwise the hall would then fall into the ownership of the Council. It was hoped that with a bigger committee and additional support this would help to achieve this.

### Actions from Minutes of Last Meeting:

Hand-dryers for hall toilets – c/f to November meeting

RTC

Bar Fridges – LM had measured the bar area and obtained quotes for a triple fridge, wine cooler and till stand. CB has arranged for Ian from Cool Refrigeration to come to the hall to view the area and advise/quote. The ice machine was also further discussed. SC advised that the current ice machine is difficult to clean and hasn't been serviced and that a stand-alone portable ice machine would make it much easier. NM asked if a portable ice machine would be able to produce enough ice for the bar. There had been a microgrant received from Moorfoot Community Council which was in the account for the purchase of a portable ice machine. All for further discussion at the November meeting.

Defib Go Fund Me - The Go Fund Me had been very successful with a total of £1,150 raised for replacement of pads purchased directly by CB. SP is currently trying to get the funds transferred to the hall accounts, however is facing difficulty as the charity registration document is required. RCT to try and get a copy of this from OSCR.

RTC

Regarding the use of the defib and training. CB had emailed the Red Cross for information however SM said that the defib itself instructed users on what to do and was simple to use. SP suggested there could be a print out of instructions above the defib as a failsafe.

### Employment Funding

There may be the opportunity to claim up to 50 hours voluntary funding from certain employers or a community/charity donation. RCT, KA, SM, DM said they may be eligible via their employers and will look into it.

## **AGM:**

Expectations g/f – SP said that she was happy for small things that needed done in the hall just to get sorted, with the bigger costed items, for example the bar equipment, to get discussed at the committee meetings.

JR/TS

One of the issues was the electrics in the bar and replacement of fluorescent tubes in the hall cupboard and kitchen. It was agreed that we should ask Stevie Russell via JR to have a look at these. TS said he would also be happy to liaise with JR regarding this. SC said that there are a lot of old fluorescent tubes in the cupboard and these will need to be disposed of if obsolete.

Constitution changes – it was agreed that the junior and ordinary membership ages would be changed to identify junior as under 18 and ordinary as over 18. A further review was still needed and this will be discussed again at the November meeting.

ALL

## **Treasurers Update**

No.1 account - £11,356.50

No. 2 account - £1,661.18

Cash (excluding anything in safe from weekend takings) - £1,731.45 of which £1,090 to be banked.

Pending invoices for payment from Cool Refrigeration for the kitchen food fridge maintenance and invoice required for the Christmas Party.

Final signed paper copy of accounts awaited to lodge with OSCR.

## **Schedule of Duties**

KA had produced a spreadsheet which broke down various tasks that were required to run the hall. SP said it would be helpful if everyone could look at the spreadsheet and see where they could help and take some of the tasks needed. SM said he would be happy to cover the cleaning role when required.

ALL

The hall booking procedure was discussed and JD said she would be happy to take this over from KA. JD and KA will liaise in order to transition this role over.

JD/KP

There was a discussion on licensing with the PPL PRS licenses due soon. JD offered to look into this as well as licensing issues regarding showing football and rugby matches in the hall.

JD

RCT had adjusted the thermostat for the winter period. TS to look into a protective cage for the thermostat. SP will arrange for the heating fluid to be checked this time.

TS

SP

## **Hall bookings and invoicing**

KA listed the hall bookings for October/November. A private party on 18<sup>th</sup> October needed opened and closed. AR and NM advised they would cover. NM and DM said they would like to see what was required for both opening and closing the hall and would buddy AR for this event.

AR/NM/DM

There is a Wellbeing day booked for 25<sup>th</sup> October from 11-4.

Warhammer Group have extended their Sunday night booking to weekly, with flexibility for adhoc events, agreed at £200 per month.

The Cocktail and Canapes night is going ahead now that numbers have gone up. LM to liaise with SC regarding the bar.

LM

SC advised that it wasn't policy to book or recommend the hall for under 18 parties as this caused problems regarding alcohol consumption/behaviour.

September electricity bill was £381. However this does go up considerably during the winter months. The contract with EON ends 21 February 2025

KA advised on issues with the LCA booking and invoicing which has been resolved. However this had taken a lot of time to sort out. Invoicing, deposits and cancellation policies were discussed further and would be looked at by JD in the transition with KA of the hall bookings.

JD

There was an incident in the hall on 25<sup>th</sup> September which resulted in the hob being turned on accidentally and burning through to a hoodie that was left on the cooker. This was during LCA's use of the hall and Carly has now spoken to her team about the incident. It was agreed that the kitchen cooker and hob will be switched off after use at the isolator switch in the hall cupboard to ensure no accidental turn on of the cooker/hob can reoccur. Either a lock for the isolator or the cupboard also to be done.

It was also agreed to log the incident in the accident book and to update risk assessments for the hall. JR/SM/CB to look into getting the risk assessments done. JR/SM/CB

### **Files and Archiving**

KA spent 5 hours sorting through the accounts paperwork, clearing out a lot of old receipts and invoices. The AGM minutes and accounts were sorted, retaining information as far back as possible. KA recommended buying 3 fire safe filing boxes for better storage. DM said he would look into sourcing these. DM

### **Karaoke**

TS and SM discussed their ideas for regular karaoke events at the hall. TS had looked at all the leads and cables in the hall cupboard prior, however he still has to borrow and use his own equipment for the Open Mic nights. The provision of audio for specific hall run events and also private hire use i.e. own music for parties was discussed and it was agreed further investigation was needed in what would be required for each. SM/TS

The karaoke equipment was discussed, coming in at approximately £300, although further information re the App costs and equipment by TS and SM was needed before purchasing. TS would also get information on a Spotify license to see if this was a viable option for general music requirements in the hall.

SM asked if a percentage of the income from the Open Mic and Karaoke could be put aside in order to ensure the audio equipment was maintained as obviously things get inadvertently broken or need replaced. SP said that wasn't necessary as if anything was needed it would just be brought to the committee meetings.

The suggestion of a Hogmany House Party event was also discussed and SM/TS to organise details. SM would have a trial of the karaoke before this event and a date is to be arranged. RCT advised the laptop would need an update and he would take this home to see what was required. RTC

**Date of Next Meeting :** Monday, 3<sup>rd</sup> November 2025