



Middleton Village
Community Hall

Minutes of North Middleton Village Community Hall Committee Meeting

2nd March 2026

Present: Janet Donaldson (JD)
Norma McDonald (NM)
Carrie Bennett (CB)
Anne Robertson (AR)
Lynne Morris (LM)
Jen Russell (JR)
Dan McCormack (DM)
Kayleigh Morris (KM)

Apologies Craig Purves (CP)

Welcome

Action

JD welcomed everyone to the meeting. Apologies were received from CP. Meeting welcomed KM as a new member of the committee.

Actions from Minutes of Last Meeting:

Risk Assessments

JR/CB updated on the risk assessments for the hall which had out of date terminology. JR had accessed an updated risk assessment template from the HSE website to populate. It was agreed that there needed to be a risk assessment for the building as a whole and also an activity risk assessment for activities such as tables and chairs set out. The individual users of the hall however would be responsible for their own risk assessments according to their usage and activity.

CB

CB to ensure the appropriate fire brigade information was displayed on the internal noticeboard along with the fire assembly point, which was agreed to be by the outside noticeboard.

Treasurers/Financial Update

LM advised that the current account was currently standing at £1608.48 (less the £400 deposits for hall bookings) and the savings account £8,285 (less restricted funds of £1601). Total hire income for the month was £1877 and bar takings came in at £804 making the total income £2681.

It had however been an expensive month with bills for electrical work, fridges, alarm checks and private licensing training. This combined with the regular bills gave total expenditure at £5442.

JD advised that projected savings from streamlining costs and other overheads was coming in at over £9K. JD also advised that she was trying to establish a better understanding of how much the hall cost to run on a monthly basis going forward so obviously there is a better knowledge of how much revenue is required to be generated.

JD

The action 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 main maintenance issue of the boiler was discussed. Following a health check by IMS Heat Pumps, it was unfortunately found that the compressor system was unrepairable, although the engineer had managed to replace a valve which now gave hot water to the building. However this was still being run on the direct electrical heating system which was not economical or sustainable. IMS had provided a letter of their findings and a quote for a new compressor and a complete new system. The engineer had recommended a replacement of the whole system given its age and also just replacing the compressor only did not guarantee any other older part of the system failing in the future and the new compressor was only a one year warranty. There was a discussion on the options for full replacement or a new compressor and it was agreed a full replacement should be pursued. JR and CP had been in touch with CARES prior to the inspection to investigate grant options and, now that this information from the inspection was available, JR would have a further discussion with CARES to try and get the grant application process started. NM advised that IMS had also given information on Business Energy Scotland who offered interest free loans for charitable organisations looking for energy solutions. The grant route would be the preferred solution but this should also be kept in mind.

JR

NM advised the pest control sheets were now typed up for the quarterly checks and that the building perimeter had been inspected and any visible pest access sealed up in preparation.

CB to remind current cleaner that invoices/receipts were required and that future payments couldn't be authorised without this being received by her.

CB

Action for CP to arrange for his cleaning contact to view the hall and provide a quote still outstanding, along with getting a quote for window cleaning and rhones.

CP

LM to enquire about a Costco business card for the hall now that the personal licenses were in place.

LM

PAT testing information for the hall to be checked on the insurance policy re requirements. NM requested a copy of the insurance policy.

NM

A new key safe is required and will be relocated to an area better lit than previously and also in view of the CCTV at the front door.

NM/LM

Fire extinguisher replacement was discussed. The invoice from the current supplier was thought to be expensive at £500 however JD explained, after further discussion with the supplier, that there are strict regulations for the supply, insurance and testing of fire extinguishers and getting these online or from other suppliers might not meet the requirements of our insurance policy and could negate any testing in the future. The committee voted on staying with the current supplier given his locality and good relationship established and to accept the quote for the supply of the extinguishers. JD to arrange.

JD

Bar Update

The bar fridges were now in place and 2 Personal Alcohol Licenses confirmed with the council with the DPM also in place on the appropriate premises license. One further personal licence to be processed with the council.

DM

The bar, revamp and restructure had been complete, with a full stock take. DM was now able to undertake the beer pipe cleaning and a schedule was in place for this to take place every 2 weeks. The bar reopening seemed to go well with good feedback received so far especially regarding tables and the kids station.

It was agreed that the Bellhaven Best wasn't a good seller and that, after the current keg was out of date, there would be no more kegs of Best reordered. As there is a 2 keg stipulation on

orders from Bellhaven, it was agreed to therefore order 2 kegs of Tennents only. A new CO2 gas was also required. CB would order. CB

IPA had been purchased to try out as an alternative option to the Best once this was unavailable and seemed to be a success. There is still an outstanding action for CP to investigate other beer options and suppliers and DM advised he would also look into this. CP/DM

The first bar training had been done with a second due this Thursday. A bar rota calendar was required. KM to look into options. KM

There is also a licensing letter from Midlothian Council regarding late license for the World Cup and this will be discussed in full at the next meeting. NM will circulate the letter with the minutes. NM

Hall bookings:

Bookings in March were discussed.

Saturday 7th March dog classed booked. JD advised they can open themselves but **NM will close at 3pm.**

Sunday 8th March children's party with bouncy castle 1-5pm. **CB to open and LM to close.**

Tuesday 10th March dog training 6-8pm. **JD advised can self open and close.**

Saturday 14th March 8th birthday party 12pm-4pm. **AR to open and LM to close.**

Friday 20th March Greg James for Comic Relief. 6.30am-9.30am **JD to open and close.**

Sunday 15th March Mothers Day event 1.30 – 4.30 **NM, DM and CB available for open and close.**

Saturday, 28th March Birthday party with bar 12-5pm. **Bar required from 1pm. Adam and DM will man the bar and open the hall.** There would also be Bingo with bar from 7pm and **NM and LM will man the bar and close up.**

Sunday 29th March Dance exams from 12.45 – 6.45pm although could now be earlier due to a cancellation. JD to advise of change of times. **NM and CB available to open and close.**

JD advised that in January the booking revenue was £1,610, February £1,637 and March to date £1,987.

The summer fete inflatable requirements were discussed and it was agreed to go for the bucking bronco inflatable at £380 and the dragon slide inflatable at £150. The balance for the inflatables from the £800 council grant would be used for the face painter. Due to time constraints at the meeting, it was agreed the Summer Fete would be discussed in full at the next meeting in April, noting specifically hook a duck stall and other old school type stalls and resource requirements, contacting Borthwick Pipe Band and vendor stall options along with ice cream vans and food. CB would book the inflatables now to ensure availability and committee members to think about ideas in preparation for the next meeting. CB
ALL

It was also agreed to discuss future hall events in order to raise funds and increase usage of the bar at the next meeting, Suggestions so far were food trucks, bingo and quiz nights to start again, music nights, silent disco and a ceildh. Again the committee to think of events and how these would be organised in preparation for discussion at the next meeting. ALL

Social Media/Website

KM had created a new website for the Village Hall which was much improved on the current facility. KM advised of the various website components and it was requested that a prominent Book Your Hall type button be on the home page. KM advised she would send a link so that the narratives could be looked at more closely. Another request was that no photographs of committee members be put on the page. KM advised she was still trying to sort out access to the FB and a vote was taken to contact OSCR directly for further help. The committee expressed their thanks to KM for all the hard work so far. KM

AOB

Update on the pickleball/badminton funding application required.

CP

NM had called Lothian Broadband and they had indicated verbally there was no intention to change the current service within the area.

JD to investigate the TV license renewal as it was unsure where the reminder would be sent.

JD

It was agreed to lock away the audio equipment in the hall cupboard to safeguard the audio equipment/cables etc. CB advised there would be an upcoming cost of £300 for a new projector bulb.

Date of Next Meeting : Monday, 6th April 2026