

	<ul style="list-style-type: none"> • Caroline is keen that we do an inventory of the hall equipment etc. And that there is a structure involved. • The hallkeeper's & the cleaners' fees are approx. £5,000 with currently £12,000 income on hall lets. If we make more than £10,000/annum then we make a profit. • Isla has bought a card reader machine which can be used for one off hall usage such as Coffee Lounge & Cinema. Isla is to contact Cinema Group to see if they would be interested. A grant for this came from Lochelbank Windfarm through the Glenfarg Community Council. Ced is to contact them. • There was a discussion about the future of the various roles of hall-keeper and caretaker and also Treasurer. It was decided that we do the following: <ol style="list-style-type: none"> 1. Caroline continues her role as volunteer caretaker for the present until we recruit someone for this role in the New Year. Caroline, Hilary & Isla to form interview panel. 2. Hilary is to step in as interim Treasurer until we have someone in Ross's place. Isla is keen to digitise the banking process. 3. Isla is to continue as hall-keeper doing the bookings with Caroline doing the practical work. 	<p>Isla</p> <p>Ced</p>
<p><u>Health & Safety Policy</u></p>	<ul style="list-style-type: none"> • Thanks to the H&SP committee- Caroline, Bryan, Robert & also to Brian Harrison our expert adviser. ARNGASK HALL is the name of our organisation. The first meeting was on 27th October. • The risk assessments prepared by Brian Harrison in September 2018 have been accepted and are currently under revision. • At present on our board we don't have a Property Convener. • The Summary H&S policy statement must be shown on the Public Notice Board in the Hall foyer. Ced, as chairman to sign it off. • Board members are key holders and emergency keyholders are to be listed in the document – Isla, Caroline, Robert & Ced. • Once the document has been finalised, a copy has to be lodged with the secretary. • Hilary suggested that all the finished documents be put up on the website. • Bryan suggested using one-drive for first two H+S Policy documents 	

	<ul style="list-style-type: none"> • We need to sign off Safety Management System as modified and then action each new updated version. • Elements arising from above- Replace a light in the store cupboard with LED striplight. There is a trip hazard at the front door. We need a 'Mind the Step' sign. • We have to get an electrician to undertake a PAT test. Isla to contact her electrician. This will also include the removal of the socket in the kitchen and the resiting of the fire alarm in the lobby. (This latter to be done when integrated with the Schoolhouse system.) • Gillian is to draw an A4 plan of the building for the H+S document. • The sub-committee is to keep on with the good work. 	<p>Isla</p> <p>Gillian</p>
<u>Schoolhouse Update</u>	<ul style="list-style-type: none"> • Ced expressed his frustration as regards the building work at the Schoolhouse. He has now got a new price for work from SB contracts- a contractor recommended by a Glenfarg resident. Ced , Bryan & Caroline will meet the builder George Stewart on Monday morning at 9 am to go over the project. He is due to start in March. 	
<u>AOB</u>	<ul style="list-style-type: none"> • Ced has stated that he wants to stand down in a couple of years. • Neil Clarke has written saying he would like to use the car park as a pop-up catering venue. We were all happy with that. • We need a Schoolhouse sub-group. • Caroline is to get a grit bin filled by PKC. • Cat Scott who we met on the AGM zoom meeting previously would like to be involved with the hall committee. We should ask her to the next meeting. • We need to think about starting a Friends of Glenfarg Community Centre group who can come along & volunteer when we need them. 	
<u>Next meeting</u>	<ul style="list-style-type: none"> • 9th February 2022 @ 7.30pm in the hall. 	