

<b>ARNGASK HALL MEETING 22July- virtual</b>		
<b>Agenda Item</b>	<b>Minute</b>	<b>Action</b>
<u>Present:</u>	Robin, Ced, Freya, ,John, Christine, Robert, Caroline, Ross & Bryan	
<u>Apologies</u>	Jim, Gillian	
<u>Minutes</u>	Content was agreed	
<u>Matters Arising</u>	Flowers were sent to Tanya with thanks Update from Ross with regards to the accounts for the Village hall and Arngask hall – the information has been received by David and for the relevant time periods and will be done soon and be ready for signing off.	
<u>Process of approval of accounts</u>	Ced suggested that once the accounts are ready that a traditional meeting is arranged rather than a remote meeting for the approval of the accounts. Under the planned phase 3 of the Scottish govt. it will be possible to have a limited number of members in the hall – up to 32 is possible with 8 on stage and that members will be informed that there will be a limit imposed on attendees.	
<u>Resignation of hall keeper and recruitment</u>	Ced asked Bryan to remain muted during the discussion as he had declared a potential conflict of interest. The response to the email regarding recruitment and replacement of the hall keeper was that it should be advertised. Ced has drafted a notice for the Grapevine. Closing date for applicants was set at 7 <sup>th</sup> August 2020 with an interview the following week. Start date for the successful applicant was set at 17 <sup>th</sup> August 2020 Discussion regarding the term of office for the position- Ced will add to the advert that specifies the job that it is on a temporary/ short term contract until the School house is up and running and integrated into the community centre. A subgroup of Ced, Gillian and Caroline was created to attend to the recruitment. Caroline agreed to pass out the relevant information to any applicants as Ced is away at that time Christine noted that it was important that the applicants know that the post is short term Robert commented with reference to point 10 in the HK contract, all accidents should be reported on to the property convener.	
<u>Re-opening of the Hall: Risk analysis and insurance</u>	Ced asked for comments about the risk assessment that he sent out which had been taken from ACRE. After discussion a subgroup was formed of Bryan, Gillian, Caroline and Robert with the job of going through the risk assessment for the Hall and for the hirer in detail. Ced asked that Bryan convene the group. John will ask Brian Harrison for his assistance as he has a background in health and safety and has assisted	

	<p>the hall in the past. John Armstrong to facilitate.  Insurance: to comply with the insurance policy the Hall is only covered for vacant property until the end of August .If we are unable to open the hall on the 1<sup>st</sup> September then we will need to inform the insurers. It was felt that any reopening issues should be dealt with by the sub group assessing the risks.</p>	
<u>AOB</u>	<p>Cleaning – the hours may well need to be increased to cover the issues raised by the risk assessment  Tree- sycamore is in a dangerous state and needs to be removed .Ced has received a quote from Norrie Sloan and further quotes are being asked for by Douglas Halliday. Firs also need to be cleaned up. Wood will be saved for future use  Robin noted that he has a bill for the website domain - £20.00 to be passed to ross for payment</p>	
<u>Date of Next Meeting</u>	<p>Wed 12<sup>th</sup> August  Face to face meeting in the hall</p> <p><u>Ced thanked all for attending and closed the meeting</u></p>	<b>Time tbc</b>