

Directors of Lismore Public Hall

August 4th 2022

Apologies on behalf of Jane Hough and Kirsty Wright

Approval of Minutes from Aug 4th 2022 meeting

I) Katy proposed Eilidh Seconded

Matters Arising:

A. Hall Renos & Maintenance

I) Floor agreed Michael and Sean will take the lead.

- **11:30am Friday 26th Aug:** Wash Floor + Hoover Dry
 - Sean + Michael + Anna
- **10-2pm Sat 27th Aug:** Sand the floor (peeled spots smoothed)
 - Sean + Laura + Michael + Shona + Eilidh + public
- **11am Sun 28th Aug:** Apply coating
 - Rachel + Sean + Michael

II) Plumbing

- a) The ladies toilet is clogged for the second time. Anna knows a plumber and reached out to sort it. Ricky Nisbet charged 20£.
- b) The hall water pump seems to fail once the tank runs dry. Anna again contacted Ricky Nisbet and he is in the process of getting over to fix it.

B. Weekly Cleaning

I) The weekly cleaning staff has raised concerns with the number of events on and that her allotted time and once a week might not be sufficient to keep up with the traffic. As such they have put it to the committee that an additional day of 1-2 hours would be sufficient. As a group we decided to give her some autonomy in the matter and if she feels like she needs to come in she may do so (within reason). It was noted that the cleaning staff's wednesday must be kept but they may decide the other day.

C. Last Months Event Review

I) Dance: The new card reader was great! The internet was proving to be a bit shotty at times. This may be due to the distance through bodies and walls, or could be so many folk connecting to it. Further research is needed and perhaps movement of the router. A thank you card is needed for Billy and Dan for their great work and time. We broke into discussion about what improvements could be made for next year and got the ball rolling on addressing the Sports day group so see if we can combine forces and resources.

II) Ceilidh Trail: The topic started by discussing the attendance which was guessed at 30 people. This may have been due to holding the event on a weekday but could have also been the advertising and/or general lack of knowledge of the event. It was agreed that as a group we need to push things earlier and promote the attending group to advertise as well.

III) Fellow Pynins: Attendance was estimated at 35 so the same points were made as the Ceilidh Trail.

Attending:

Sean McDonald(SM), Anna Stewart(AS), Michael Hanley(MH), Rachel Crossan(RC), Eilidh Willis (EW), Katy Crossan(KC), Laura Savill(LS), Shona Wright(SW)

D. Fire and Safety Plan

I) A new Fire and Safety Plan will be sent out, each member will be required to read, sign, and send back as an acknowledgement they understand their role during a fire and the processes.

II) It was brought up that the fire extinguishers were sitting in a pile on the floor of the hall. They were imminently put back on their labeled hooks.

III) The main hall does not have fire alarms. These seem to be recently lost. LH is going to purchase new ones on behalf of the hall. She is aware of the new regulations and will purchase ones that adhere.

IV)

E. Bookings

I) LH suggested an overhaul on the way the public interacts with the booking agent and the line of communication that happens between the booker and our booking agent needs to be addressed. As such it was discussed and moving forward we shall install more streamline measures to make it easier for the person booking and more efficient for us (less margin for error).

- Booking directly with the organization not an island representative.
- No booking is held (put into calendar) unless a booking form is submitted.
- All events with donations need to be strictly clear to all where the donation is going.
- Events with Alcohol or music must be booked 4 weeks in advance (due to licensing).
- As a group we need to promote and encourage the public to use the hall email address to make bookings. We don't want to put off people but it makes less margin for error and streamlines the process.

II) Hall rental SOPs were proposed an overhaul as well. A new "How to leave the hall" SOP was proposed with pictures and/or description. EW has agreed to take the pictures.

III) COMING UP: Care4Carers Planetarium Sunday-Tuesday

F. Fund Raising ideas and events

I) LH proposed a Farmers Market. She will take the lead and the committee agreed to set the table prices at 5£ for small 10£ for large. Saturday Sept 1st is the date and will get back to us on where we can be of service.

G. Church Working Group - Representative From Hall Committee

I) RC has attended the Church Working Group meeting as a representative of the hall. They have asked the hall to give their opinion on the future of the church and the mindset of the hall so we may be heard. An emotional conversation took place as to the future of the church. Not everyone in the group is religious, not everyone in the group has a personal attachment to the building. It was therefor agreed that

"we cannot collectively have a singular voice on behalf of the hall. Our members are individuals and have individual ideas on how they see the future of the church"

Treasurer's Report Attached

Next Unofficial Meeting: **16th Aug 7pm** AGM Meeting: **29st Sept 7pm**

