

## **Minutes of the Board Meeting of the Directors of Lismore Public Hall**

**held on 9<sup>th</sup> May 2018 at 7pm in the Committee Room**

Present: Colin MacLean Fleming (CMF), Ann MacLean Fleming (AMF), Gilly Dixon Spain (GDS), Roger Dixon Spain (RDS), Archie MacGillivray (AMG), Fieke van Halder (FvH), Kiki MacColl (KK), Anna Stewart (AS) and Sean MacDonald (SM)

1. Apologies: None
2. Minutes of Previous Meetings: these were approved as a true record of the meeting of 21<sup>st</sup> February 2018. Proposed: CMF; Seconded: GDS
3. Matters arising:
  - a. Sports & Raft Race Dance – Denise has said that a decision regarding any contribution to this will be made at their next meeting.
  - b. Maps – FvH has spoken to Carol Wormleighton and Iris Piers on this topic. Some felt that the Trust's map could make the Hall map obsolete, but the black & white map is popular with children for colouring in. There was discussion on potentially providing a map of local businesses, accommodation, food providers etc. FvH will take this forward with Carol Wormleighton  

**Action: FvH**
  - c. Cleaning – AS has now submitted a bill for this and will now be paid monthly.
  - d. Electricity – OES are coming on 18<sup>th</sup> May to do the required inspection.
  - e. First Aid Kit – this is in hand, along with a list to be checked every so often to make sure everything is up to date. The fire blanket will also be replaced. CMF will also ensure the fire extinguishers are up to date.  

**Action: CMF**
  - f. Island Plan – comments have been invited by the Trust on this. The Directors will consider their input to this prior to the next Board Meeting. Advice will be sought from the Trust regarding potential funding sources for Public Halls. RDS and KK will contact the Trust on this.  

**Action: RDS and KK**
  - g. Medical Fund – a letter has been received from Beth Campbell about this, suggesting that the fund be wound up. It was agreed that any decision on this should be made by the whole community. It was suggested that the Medical Fund money be transferred to the Hall account, where it would be recorded as a restricted fund CMF will contact Beth.

Action: CMF

4. Treasurer's Report: A report was presented by GDS. The current bank balance is £17, 002.49.
5. Data Protection/GDPR/Lismore Public Hall and Island Website Group: Membership details are all held in hard and digital copy by the Company Secretary as required by the constitution on one computer which is backed up online. All members will be contacted to ask them to 'OPT IN' to the Hall being permitted to continue to hold their personal information as part of complying with GDPR.. GDS noted that the Island Website Group also comes under the umbrella of the Hall, so we need to ensure that they are also compliant with the GDPR regulations. GDS has contacted the website group but has had no response so far, so will contact them again.

Action: GDS

Various members were approved by the Board unanimously – many of these people have been members for some time but have never been officially approved until now. These members are:

Mrs Sadie Gilchrist	Mr Martyn Murray
Mr Greg Gilchrist	Ms Noelle Odling
Mrs Mairi Hawkes	Ms Iris Piers
Mr Geoff Hawkes	Mr Robert Smith
Mr Daniel Johnstone/Steele	Ms Frances Willis
Mr Robert Kelly	Mr Eoghan Black
Mr James Loftus	Mrs Catherine Davies
Mrs Barbara Loftus	Mr Robert Davies
Mr Donald MacColl	Mrs Eileen Ferguson
Mrs Roxanne MacColl	Ms Clare Haworth
Mrs Lorraine Macormick	Mr Simon Lewis
Ms Sarah McDonald	

6. Maintenance:
  - a. Painting – a date needs to be fixed for painting outside the Hall, with a barbecue to follow for those helping. It is hoped that this will take place in September date to be decided nearer the time.

- b. Fire Regulations – CMF will ensure that the Hall is compliant with regulations. All alarms and equipment that are required by law will either be installed or checked as functioning.

**Action: CMF**

- c. Car Park – GDS and RDS expressed concern over the tarmac which has been laid in the car park without consent and in their view would make maintenance of the area difficult. Most Directors felt that the tarmac was an improvement and that no request should be made for the tarmac to be lifted. It was hoped that should the council have any tar leftover on subsequent visits to the island, that the rest of the car park might be tarred too. AM agreed to be aware of when the council were next on the island to make sure this was done. RDS to contact the council and make the Board's wishes known.

- d. Water Filtration – testing will take place on 23<sup>rd</sup> May.

- e. Roof/ gutters – it was requested that the fire service have a look at the roof when undertaking any exercises that would facilitate this.

**Action: CMF**

- f. Mops – these need to be replaced.

**Action: AS**

- g. Outside Bench – AMG will speak to the Sports and Raft race committee to ask if they would be willing to make a contribution to replacing the current bench.

**Action: AMG**

- h. Stage Refurbishment/ Screens – FvH spoke to Simon Lewis who is willing to engrave the screens with the names of the sponsors.

**Action: FvH**

- i. Cupboards – the finishing of these is ongoing.

**Action: RDS**

- j. Electrical Certification (OES) – the testing for this will take place on 18<sup>th</sup> May.

- 7. Events/Potential shortfall in income – various island groups are no longer meeting, which could lead to a shortfall in income.

- 8. Good Governance – RDS requested that a Minutes folder should be at each meeting. There should be policies and procedures in place – this will be dealt with as soon as possible.

9. Director responsibilities: SM water system. AS Booking bands/. GDS Treasurer. AMF Secretary. CMF general safety, first aid supplies and fire regulations. RDS Chairman. KK and FvH stage refurbishment. AMG maintaining the carpark.
10. AOCB
  - a. CMF suggested contacting the “DIY le Donnie” programme to see if they would be interested in contributing to Hall refurbishment.

**Action: CMF**
  - b. CMF will use a burner to remove the weeds around the Hall and carpark.

**Action: CMF**
  - c. KK mentioned the Community Trust having its free community event in the school house and requested the use of chairs, tables, crockery etc from the Hall. GDS and RDS resisted the idea that chairs and tables should be lent out, it had always been Hall policy that the fabric covered chairs never leave the Hall; likewise the new tables. That the old wooden chairs would be used in similar circumstances. This was agreed by a majority.
  - d. Plant Sale – GDS asked if there would be a plant swap/ sale. It was felt that it was too late to organise one for this spring, but the Hall Board will arrange one for the following spring.
  - e. The Hall has been registered with the Amazon Smile scheme, so use of this is to be encouraged.
11. Date and time of next Meeting: This will be held on 6<sup>th</sup> June 2018 at 7pm.

At the next meeting, there will be a discussion on Hall improvements and refurbishment.