



Middleton Village
Community Hall

Minutes of North Middleton Village Community Hall Committee Meeting

1st June 2026

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

Apologies: Craig Purves (CP)

Welcome

Action

JD welcomed everyone to the meeting and apologies were noted.

Actions from Minutes of Last Meeting:

JR advised she would complete the fire safety document as best she could and further discuss at the next meeting. Fire officer visit from Midlothian Council still awaited.

JR

AR to meeting with current cleaner to hand over keys and advise on using the key safe going forward. NM to contact the cleaning company who had emailed an interest in quoting for services. LM to cancel current standing order for cleaning services and payment will be made on receipt of an invoice. AR will advise cleaner of this at key handover.

AR/NM

NM advised that it would be a safeguard if a patio door key was held on one of the set of hall keys allocated to committee members in case of any front door key failure. CB agreed to hold the patio door key on her set. NM to arrange for a copy of this key to be made. *Amendment to previous minutes (May) noted re vote being taken for the allocation of hall keys.*

NM

Badminton/pickle ball court lines to be completed Saturday 6th June. Anne and Liz from Crafters have kindly sourced a floor cleaner and will undertake the floor clean before CP, Andy and Derek organise laying the court lines. CP has also purchased pickle ball equipment and badminton net. Further discussion re prices and booking arrangements for the badminton and pickle ball at future meeting. Committee acknowledged and thanked all the community help in this regard.

ALL

Maintenance – boiler update

JR advised that the Tyne and Esk application for funding had now been submitted and building warrant had been completed. The architect and building warrant fee required to be paid. There was no date yet for the CARES funding application to be submitted. JR would continue to liaise with both organisations. Committee thanked JR again for all her hard work and effort so far in undertaking the coordination of the grant applications.

Treasurers/Financial Update

Banked hire revenue for the month totalled £2,393. Banked Bar takings for the month £2495. Council grant received for the summer fete £800. Raffle donation received £207. Total banked income for May £5,894. Outgoings totalled £2900.

Cash in hand £2,766 which includes £800 refundable deposits - £1,966
Savings account £15,566 which includes £2,161 restricted funds - £13,405. Heating fund donations £2,500

Accounts are currently with previous accountants and LM will chase in 4-5 weeks if required.

LM has been in contact with Pathhead Village Hall to arrange verification of each other's accounts going forward.

Bar Update

NM advised that she had been contacted by the Licensing Officer following another anonymous letter of complaint being received by Midlothian Council about the hall bar specifically. Although the LO advised over a phonecall that he did not need to arrange a visit, NM requested a visit to ensure all the improvements made to the bar were correct and to discuss any further improvements. The LO was very happy with the current bar set up and function and provided an updated poster and advised that CCTV access information was required (these have now been put in place since this meeting). In respect of the anonymous letter of complaint received, all the allegations were completely unfounded and untrue in their content.

A FB post re interest in opening the bar for the World Cup games had received a few positive comments. Kayleigh and Kevin Morris had kindly volunteered to man the bar for the 2am game on 14th June. Kayleigh is also a registered first aider. The game on Friday 19th June was a 11pm kick off. Attendance would be gauged for these games to see if any further bar opening would be required.

Hall Bookings/Events

2nd June: 08.45 am to 2.30 pm – dance competition hire. **NM to open and JD to close.**

5th June: booking in the diary for 3pm-7pm still TBC, JD to advise of any change. Tuck is scheduled for that Friday and **LM/JR agreed to wait until 3 to see if anyone arrived at the hall.**

11th June: 5.30 – 8.30pm Moorfoot School booking via Sharon. **DM to provide keys to Sharon for booking.**

13th June 1pm-5pm Bok-Naylor. Coffee morning is prior so there will be someone available from crafters to open up. **NM to close.**

4th July 2pm-11pm. Large Henna party booking. **NM will open and LM/CB to liaise re closing. NM and LM will be cleaning the hall prior to this booking.**

10th July: still TBC, **JD to chase for confirmation.**

18th July: 1-5pm **DM and NM to liaise re open and close**

19th July: 1-5pm **AR to open and LM to close**

26th July: 1-5pm with bar booking 2-4pm. **NM/LM to arrange open and close and bar**

25th July: Warhammer booking. **Open and close by Warhammer**

The bar hire rates were discussed and it was agreed the current rate of £15 per hour was acceptable.

An open/close checklist would be beneficial to have.

Summer Fete

The organisation of the summer fete was discussed with the following information/task list:

CB had booked the inflatables and face painter – not yet paid for (£630 + £220).

Borthwick Pipe Band had agreed to attend to open the fete – agreed a £50 donation would be given.

List of stalls were noted. LM to chase for payment of £15 fee. LM also to contact the Midlothian Active Travel query emailed to the hall account.

CB arranging the Messy Church craft activities.

CB also arranging the Hook a Duck stall equipment.

Anne Russell has a lucky dip game arranged.

LM advised she had another game available (Corn Hole).

Can Topple game – CB to provide bean bags from church supplies. Cans in cupboard could be used.

Liz Campbell would organise a Balloon burst game.

Coconut Shy still a possibility. AR to see if any coconuts could be donated.

Dog fancy dress competition – CB to ask Gail & Carol to judge

AR to arrange the A7 Stompers to give a line dancing demonstration at 3pm

Anne Livingston from line dancing kindly organising a tombola stall. Any items suitable to be handed into line dancing.

Bar was required. NM to ask for volunteers to man the bar from 1-5pm.

Crafters will be organising the food.

Home baking stall with donations required.

There were currently raffles donated – 2 hampers and a Hearts memorabilia item.

NM to check whether a public entertainment license was required and whether drinks could be extended beyond the patio for this one event.

Selling ice cream was discussed and it wasn't feasible to do ourselves. NM to see if Matties

Ices were available but a donation/charge would be applicable.

The current marquee supply was felt to be adequate although obviously use of space was key for the stalls and games.

Tickets and prices were discussed. Inflatables and face painting were free as these were paid for by the council grant. The games would need a small charge to cover prize costs and it was agreed that tickets would be £5 for 5 games and £10 for 12 games. Tickets would have to be devised to ensure that once played the ticket would be marked off accordingly. JD would try and create a ticket template.

Donation buckets clearly marked as being for the hall heating fund would also be available.

Prizes for the games to be clarified later although small prizes like fun size sweets etc would be suitable.

List of volunteers and tasks required.

Any Other Business:

The scrap in the loft area needed to be cleared out. DM to arrange.

DM

Date of Next Meeting : Monday, 6th July 2026