

Minutes of North Middleton Village Community Hall Committee Meeting

4th May 2026

Janet Donaldson (JD)
Norma McDonald (NM)
Anne Robertson (AR)
Dan McCormack (DM)
Craig Purves (CP)

Apologies: Lynne Morris (LM)
Carrie Bennett (CB)
Jen Russell (JR)

Welcome

Action

JD welcomed everyone to the meeting and apologies were noted.

Actions from Minutes of Last Meeting:

Layout plan for fire regulations for the noticeboard in the foyer, action still outstanding - c/f to next meeting for update. CB

C/f fire officer visit from Midlothian Council to next meeting for update. JR

CP sourcing alternative cleaning quote and may have to pursue another contact for the court lines. CP also sourcing quote for scissor lift to take down the spotlights. CP

Full fibre broadband now installed with EE. Unfortunately the first supplier, Sebb, didn't work out and there was a £35 cancellation fee required which wasn't recognised by NM in initial investigations. There was also a requirement for broadband boosters to give better speeds to the bar and committee room. After a FB request for help, LM & NM met with Connor Wright who advised he could help with ensuring better coverage for the hall and also set up a separate guest wifi. This would incur a cost of around £350 but would futureproof the hall in respect of wifi availability. Broadband cost is £24 per month.

The insurance policy had been renewed with Zurich who had come in at a cheaper rate, saving £40 per month.

Maintenance – boiler update

JR provided an update via the WhatsApp chat group on the grant application situation. The CARES application has commenced. JR has a meeting with Tyne & Esk this week before submitting that grant application. JR is also liaising with the architect regarding the building warrant and a request for copy original drawings has been made to Midlothian Council.

Treasurers/Financial Update

Current account £3,356 which includes £600 refundable deposits - £2,756
Savings account £11,593 which includes £1,901 restricted funds and £2,199 heating funds.
Petty cash £131 and £200 float. Total balance £13,949.

Direct Debit to accountant has now being cancelled and LM is in the process of finalising the year end accounts. Committee acknowledged the amount of work done by LM to get the accounts into a manageable state and year end submission.

Keys

AR advised that there would be 4 keys issued to committee members if required i.e. main door, kitchen/committee, drinks cupboard and beer cellar. All other keys would be clearly labelled in the key safe and accessed by committee members only as and when required. A full list of keyholders had been created and displayed by the key safe. AR to check with CB whether current cleaner has own keys or accesses these via the outside key safe. Agreed to annually change the alarm code or as required if there are any issues arising re keys. Committee voted to all of the above and acknowledge AR undertaking this task.

AR

Bar Update

Discussion re bar revenue and any promotion to try and engage more customers on a Friday. Suggestion of promoting to various groups i.e walkers, cyclists. Suggestion also of a leaflet drop around the village and noticeboards advising of the new look bar and facilities for families, hall hire information and events. Also suggestion to promote the off sales facilities for beer, wine, ciders and soft drinks of the bar in accordance with the premises license.

3 potential bar volunteers to be trained 14th May.

Regarding the draught beer, it was agreed to continue with the order of Tennents lager only from Bellhaven and to reassess once more information for alternative draught beer options was obtained by CP and DM.

CP/DM

CP confirmed the request for extended license in respect of the upcoming World Cup to Lothian & Borders Police. Kayleigh Morris has kindly volunteered as the required first aider in attendance during the extended licensing hours.

Hall Bookings/Events

10th May – booking 1pm -5pm – **LM and NM to open and close**

16th May – booking 9am-1pm and 1pm to 4pm – **LM and NM to open and close**

23rd May – booking 1pm- 7pm with bar. **JD to open**. Sharon McCormack will attend the bar from 1pm and NM able to attend from 2pm. Will advise if any of the new volunteers can also help.

30th May – booking 9am-1pm – **DM to open and NM to close**. Pizza van & bingo night from 7pm

31st May – booking 10am – 2pm – **LM to open and DM to close**

Regarding hirers setting up the hall themselves for private bookings – it was suggested that a QR code could be added to the instruction sheet which would show a video on how the tables were put up and down correctly.

It was decided that the silent disco event wasn't viable and wouldn't be pursued at this time.

The Summer Fete arrangements to be an agenda priority at the June meeting. It was however confirmed that the inflatables and face painter had been booked by CB. JD advised that Middleton Crafters were also in the process of organising traditional fete games such as Hook A Duck. LM had also confirmed queries for craft stalls which were to be charged at £15 per stall. AR advised that the A7 stompers would do a demonstration and there is an action to confirm with the Borthwick Pipe Band if they are still able to open the fete. AR also advised a line dance member had volunteered a tombola stall. CP suggested that ice creams could be served by the hall and not via an ice cream trader/van. Middleton Crafters would supply the food. The bar would also be open.

A lot of helpers would be required for various stalls and facilities and therefore a full list of tasks and bodies needed would be good to firm up requirements at the next meeting.

AOB

There was still confusion as to whether the new bins were the correct size. In LM and CB absence, this will be listed as an action.

Date of Next Meeting : Monday, 1st June 2026