Minutes of North Middleton Village Community Hall Committee Meeting

7th September 2026

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

Welcome **Action**

JD welcomed everyone to the meeting, no apologies were noted.

Actions from Minutes of Last Meeting:

JR to chase quote for replacement taps. C/F to October meeting. JR

Treasurers/Financial Update

Balance at 31/08/26
Current Account. £256
Deposits Held £570
TOTAL CURRENT ACCOUNT £826
Savings Account. £14918
Heating funds. £3142
TOTAL £18060
restricted £2162
TOTAL SAVINGS ACCOUNT £202225
TOTAL IN BANK £21048
Float £200 petty cash £139 = £339

Above treasurer's report was circulated 6th September with a further update as at the meeting below:
£112 income from raffle at the paella night.
Heating fund now sits at £3254
£1000 has been moved into the savings account now giving a total of £21,334, with £19,173 less restricted funds.
£2000 in current account

It was encouraging to see the funds continuing to go in the right direction through sensible spending and making savings where possible.

LM advised that if there were any queries on any of the figures then this could be requested at any time and not just wait for the next committee meeting for the treasurer's report

Summer Fete

There would be a debrief on the summer fete at the October meeting. A formal thanks was given by JD to all the volunteers and community attendance, making the fete such a great success this year.

Boiler Grant Update

JR will submit a monthly report to CARES as per the grant stipulation.
£1000 deposit to ZKY has been paid with a propsoed installation date of 26th October.
JR advised that she could submit a claim for the deposit amount to CARES now but this required a copy of the bank statement and deposit receipt.
JR would also to speak to ZKY regarding whether full payment in instalments was an option, so that further draw downs from CARES could be initiated.
The councillor contributions from Ellen Scott and Douglas Bowen would be processed by Midlothian Council upon completion of works and payment being made.

Hall Bookings/Events

19th September: 1-5 for children's party – not paid as yet. If this goes ahead then coffee morning will be there at opening and CP **to close.**
26th September – 1-5pm for children's party. **DM to open, CB to close.**
3rd October – 12-4pm children's party **DM to open, CP to close.**
24th October – 1-5 pm children's party TBC and then 5pm-10pm party booking. **CB to open both and CP to close last party.**
25th October – party request from 12 noon – 3pm. **CB to advise JD if church can vacate at 11.30 to accommodate booking.**
1st November **–** 1pm-5pm party with bar. **LM and NM will cover opening and closing and bar.**

JD advised she had also received booking requests for various dates for workshops which she will look over and advise over WhatsApp re opening and closing requirements. JD

DM asked the availability of the hall for a 13th birthday party booking for a friend. 21st November or 5th December was available. DM to advised if any of these dates are to be booked. DM

Hall Events:

3rd October Family Hoe Down Country & Western themed event. 7-10pm. CP and AR arranging content for this event i.e. dancing, line dancing, DJ, karaoke, games. CP/AR/CB
NM/LM would arrange agreed food once ticket sales are known. Any ticket sales would need to stipulate what food was preferred. Monday 28th September would need to be the cut off for ticket numbers and food requirements. CB/AR to try and source any square hay bales if possible.

It was agreed to move the proposed Children's Halloween party to Friday 30th October 6-8pm. Final details to be discussed and agreed at the October meeting.

JD still waiting to hear back from Chris from Borthwick District Pipe Band if they would play on New year's day if bar was to open. It was agreed not to open for Hogmany this year.

NM to print off promotion flyers for the coffee morning, hoe down and cocktail party and CP will distribute throughout the village. NM/CP

AGM notice has gone out. Chairman and Treasurer reports will be required for the meeting.

Music Cupboard:

JD proposed a professional review of the needs of the hall AV equipment be undertaken in order to futureproof facilities going forward. Some bookings for parties and events have requested use of AV and currently this isn't readily available and, if it is, currently it is not easy to use. JD asked for requirements from the various users of the hall to try and establish what

was needed regarding equipment. Grants would probably need to be sourced in order to eventually fund this equipment.

Line dancing – speakers, microphone, Bluetooth connectivity.
Bar – speakers, Bluetooth connectivity.
Music nights/Events – lighting, Bluetooth connectivity, amplifier, speakers, microphone.
Church – microphone, projector.

It was agreed that whatever equipment was needed going forward, this should be user friendly and easy for both committee members and hirers to set up. Also any use of AV equipment should have a hire charge.

CB/DM to assess the current equipment in the music room on Sunday 13th September. CB/DM

LM advised that a commercial streaming provider needed to be sourced ASAP.. This cost would probably be around £40 per month. There was a free trial available from Soundtrack and LM advised that she could apply for a microgrant to cover an annual cost if this was identified as being suitable. CP and DM to investigate a provider ASAP and LM to apply for the microgrant. DM/CP

Hall Promotion:

JD welcomed Pauline Weddell, founder of Learn to Grow consultancy and trustee at the Salisbury Centre in Edinburgh to the meeting, who had kindly agreed to come and discuss ways to promote the hall and revenue generation ideas.

PW had produced a discussion paper with ideas and suggestions, which were discussed at the meeting. PW stressed the importance of an annual calendar, which will highlight the areas of free hours which are available to generate more revenue from potential bookings.

PW suggested connecting with Midlothian & East Lothian Chamber of Commerce and Borders Chamber of Commerce, as there are opportunities to provide meeting space/co-working space for individuals, companies and organisations through that portal. PW said that the hall committee room was an ideal meeting space, particularly as the hall offered kitchen facilities, parking and wifi, which were sought after when booking meeting rooms. One option initially would be to invite potential users to view the facilities and discuss availability etc in more detail to try and secure future bookings.

Other avenues to pursue for potential meeting space bookings were Business Gateway and LinkedIn.

PW also discussed the current rates for booking out the hall, advising that the committee should consider potentially increasing these and also charging for extras such as teas/coffees and wifi if this was required.

Promotion on the website with video and photos was an excellent way of enticing users to book. It was useful to note that the use of too much text on a website can put people off, more people "buy with their eyes" therefore images and videos were a better way of promoting the space and facilities.

PW also suggested that donation button on the website was a good idea to try, as there may opportunity for donations from people who perhaps now live outwith the village but still have an association to the hall or want to contribute to its upkeep. Apparently this has been adopted at the Salisbury Centre with good results.

PW was asked about Postcode Lottery Funding and advised that this was tightening up more with a stricter criteria for applications and that funding was more difficult to get than before.

JD thanked PW for coming to the meeting and furnishing the committee with a lot of good ideas and avenues to now pursue to try and generate more revenue and use of the hall.

Any Other Business:

Agreed to source a suitable dartboard for the hall. Needs to be in a closeable box/cabinet and darts would be kept behind the bar. CP advised he would source this and that he had a oche mat which could be used. Situation of the dartboard yet to be agreed. **CP**

NM advised that the 3 recycling bins (blue, green and red) to be kept in the gated area and only the black bin left outside, as users are putting the wrong items into the bins currently which could cause problems with uplift.

Date of Next Meeting : Monday, 1st October 2026 @ 6pm