

Minutes of North Middleton Village Community Hall Committee Meeting

6th April 2026

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

Welcome

Action

JD welcomed everyone to the meeting. JD advised that Kayleigh Morris has resigned from the committee. JD acknowledged and thanked Kayleigh for all her input and hard work in creating the new hall website.

Actions from Minutes of Last Meeting:

CB had completed the layout plan for fire regulations and this could now be displayed on the noticeboard in the foyer.

JR advised she had contacted the Council regarding a fire officer visit and this had been forwarded by them to the H&S department and a response was now awaited.

JR

JR had updated the hall risk assessments folder and would email the paperwork for review before finalising changes. JR also advised that risk assessments should be supplied by regular users to the hall and a log book adopted to record annual fire regulation checks i.e fire escape routes, fire drills, fire alarm testing etc.

CP advised that a quote from the cleaner was still required. The window cleaner has quoted £30 for cleaning the inside and outside of the hall windows. After discussion it was agreed to confirm the cleaning of the outside windows only on a bimonthly basis. CP to update the quote on that basis and arrange. AR advised she would clean the inside of the hall windows each time the outside was done by the window cleaner. CP had also been quoted £60 for a one off gutter clean. It was agreed this is to be confirmed and undertaken on this basis. CP to arrange.

CP

A microgrant from Moorfoot Community Council of £300 has been secured for the costs of creating badminton and pickleball courts within the hall. Carrington Village Hall has kindly donated badminton equipment and CP advised he has costed pickleball equipment at around £60. A quote from RL flooring re the court lines is awaited.

CP

Maintenance – boiler update

JR updated the meeting on her discussions with the funding options. JR was meeting with CARES and Tyne & Esk to discuss the possibility of match funding and will hopefully have a clearer picture of whether this is possible after the meeting. Following the meeting JR advised that an expression of interest would require to be submitted to CARES which is pre-application. The plans for the building was required for both the boiler installation and the building warrant and JR had emailed Midlothian Council planning to enquire about copies. CB advised there should be a copy in the archived documents and will look for them. JR had arranged for another quote from XKY Energy in Loanhead and they had come out to quote for the boiler and solar panels. JR had also asked Knox for an updated solar panel quote.

CB suggested some sort of poster showing the progress of fund raising for the boiler should be put up to show the community donations received for the heating fund and progress being made.

Treasurers/Financial Update

Current account £3,649 which includes £200 refundable deposits.

Savings account £10,049 which includes £1,801 restricted funds and £1,791 heating funds.

Petty cash £51 and £200 float. Total balance £13,949.

However there is a £2000 electricity bill due for payment this month. NM queried why we were being charged a standing charge and meter charge. NM will call YU and ask the question.

NM

£1000 has been received from Foundation Scotland which will go into the heating fund.

LM advised that a second terminal for the Square system had been purchased, which would help for busy food nights and any private events.

LM also advised that there was an Easy Funding App which enabled donations to be made to the Hall on various purchases from major retailers and it would be good for more people to enable the app and this could help donations for the heating fund. LM to put this on the FB and website pages.

LM

LM advised that the direct debit to the accountant had been cancelled as audited accounts were not required and that these can be verified going forward. LM is going to reach out to other village halls to see if this can be done in a mutually beneficial way ie. Each other verifying accounts.

LM

Bar Update

It was agreed that prices would have to be raised slightly due to the now apparent costs for gas, cleaning equipment and associated expenses which hadn't been taken into account before. It was agreed that a 10p rise would be implemented.

There was a discussion on the draught beer supply. NM asked whether this was cost effective as currently there was a mandatory 2 keg delivery from Bellhaven. The Best keg was not renewed due to this not being as popular and the keg was returned half full. Currently 2 kegs of Tennents lager was being ordered but again, due to the use by dates, it was anticipated at least one keg would be returned half/third full. Also there were costs for the supply of gas and cleaning equipment for the pipes which had to be done every week. CP/DM advised they would look further into other brewery keg options asap to see whether single kegs or smaller kegs could be purchases thus negating wastage before decided ultimately on what was to be done about the beer stocking. The introduction of IPA seemed to have been a success.

DM

There had been a letter from Midlothian Licensing Board regarding extended hours for the Scotland World Cup matches. It was agreed to apply for this for the 3 scheduled Scotland games: 14th June Scotland vs Haiti, 19th June Scotland vs Morocco and 24th June Scotland vs Brazil. The England games were an earlier kick off and would fall within the current premises licensing hours.

NM

Insurance

NM advised that the hall insurance was due for renewal in May and the current policy was discussed, with various items highlighted for clarification with the broker once renewal discussions were in place.

1. The value for the buildings needed to be clarified
2. What was the business interruption clause

3. Money in transit insurance seemed high and was this needed

DM advised he would send a screenshot of information on how to calculate building rebuild values for insurance purposes. DM

JD agreed to be the named contact for the brokers as per Ross Chandler Thomson's email that this was required now that he was no longer the named contact. JD

AR advised that a full list of keyholders was required and that there should be a limit as to how many sets of keys were actually taken out of the hall going forward. Committee members are to furnish AR with this information so that she can compile a list and then this can be discussed further at the next meeting on the next steps for key security. AR

Broadband

As Lothian Broadband had given notice of their withdrawal of broadband to the hall, a new supplier was required. NM updated the committee on quotes and discussions with Daisy Communications, Clear Business and SwitchAid. It was agreed to go with SwitchAid at a cost of £26.95 plus VAT. NM

Hall Bookings/Events

- LCA Kids Camp w/c 6th and 13th April 9am-3pm
- BPM 9.30 am Saturdays in April
- Church 12th April followed by Hall Spring Clean
- 24th April Tuck restarts and Pizza and Petanque launch
- 25th April Private booking for a children's party 11 am – 3pm **CP to open and Close**
- 25th April Comedian event from 7pm bar required.

It was agreed to try a silent disco event on 27th June and to discuss further next month re organising.

The Eurovision Song Contest night was discussed and a poll is to be put up to see if this would be of any interest as it is a long event and might not be worth opening the bar if it wasn't going to be popular.

The Pizza van on the 30th May would also include a Bingo night. The committee room would be set up for kids as they wouldn't be able to be in the hall during the Bingo.

The Summer Fayre would be further discussed at the next meeting.

AOB

CP advised he was getting the use of a tower in order to take down the spotlights

Date of Next Meeting : Monday, 4th May 2026