

# HELENSBURGH FRIENDS OF GUIDING

## Minutes of Committee Meeting held by Zoom at 7.45pm on 21<sup>st</sup> February 2023

### 1. Attendance

Present: Margaret Morrison, Aileen Baird, Alan Summers, Lorna Hamilton, Julie Stevenson, Tricia Stewart, Vivien Macpherson.

Apologies: Alison Ringrose

### 2. Pack Holiday Booking Form

Booking, Payment & Key process. Aileen explained the detail on the form and that payment to be made at time of booking. Alan would prefer direct payment to bank but will accept a cheque. A member of FOGs to be there to close up and receive keys at departure.

Facilities. The hire costs were discussed and decided that charges would be Division £30, County £40 and anyone else would be £50 per day Those staying overnight have to provide their own sleeping matts. Freezer to be purchased.

Site Rules. Pointed out that there is no emergency lighting, self-closing doors or alarm call points. Delete cook safe paragraph. We do not provide temperature probes. Hirer must provide torches for use in the event of fire. Remove reference to CO2 extinguisher and fire blankets. Gate to be locked when offsite but only closed to whilst inside the property and at night. Change room sizes from imperial to metric.

Essential Information it was suggested that post codes should be added to all the addresses. Add suggestions for activities and contact details for Blairvadich, West End Adventure at Luss for canoeing, Tree Zone and Birds of Prey at Lomond Shores.

Information and Checklist for Helensburgh Guide Halls Residential Events. Remove requirement to clean all equipment and touch points on arrival and references to Covid.

Looking for somewhere to stay with your unit? Add extra activities – Blairvadich, West End Adventure Luss, Tree Zone, Birds of Prey, Colquhoun Square.

Aileen was thanked for all the work she put into preparing these documents

### 3. Hall Hirers' Booking Form

Application for Hire. Change the charges. Remove Protection of Vulnerable Groups (Scotland) section. Remove last sentence under Condition 9, Indemnity.

### 4. Suggestions for 4<sup>th</sup> March Event

Vivien to be at Hermitage School at 9.30 to help Margaret set up the table. Other volunteers requested.

### 5. Notices for new Notice Board

Contact details required for the notice board.

### 6. Insurance

The insurance taken out by the Trust

### 7. AOCB

- a. The floor in the Jubilee Hall has become spongy and Margaret had asked Mr McNeilage to investigate and he brought in Floorplan to check it out as they laid the original Lino which will require to be cut and later re-laid.
- b. Aileen had acquired a box to recycle ink cartridges as a fundraiser and it would be kept in the Guide Hall.
- c. The Guiders room requires to be tidied up.
- d. Alan advised that Scottish Power had charged £87 in the February bill.

### 8. Date of Next Meeting

28<sup>th</sup> March 2023