

## **HELENSBURGH FRIENDS OF GUIDING**

### **Minutes of Committee Meeting held at 7.45pm on 29 November 2022 in the Jubilee Hall, John Street, Helensburgh**

#### **1. Attendance**

Present: Margaret Morrison, Alan Summers, Tricia Stewart, Aileen Baird, Lorna Hamilton and Vivien Macpherson

Apologies: Alison Ringrose

#### **2. Minutes of Previous Meeting held on 29<sup>th</sup> August**

Minutes accepted with the alteration of Aileen's name to Baird

#### **3. Chairperson Report and updates**

- a) The Hirer form was reviewed as it may require updating. Consideration to be given to adding a cancellation charge and bank details to the form. It should be stated that Guiding events take precedence over all bookings. Aileen to action.
- b) Subscriptions are £12 at present and will remain till the Summer and then increased to £15 or £20.
- c) The Gates drop bolt housing fills with water and dirt, making it difficult to operate. No immediate solution.
- d) Energy and lighting dealt with under Treasurer's report
- e) Grant applications. Aileen has a contact prepared to complete grant application forms.
- f) Fund raising. It was agreed we must do some fund raising in the next few months. Tricia suggested the girls could help with the flower beds in Colquhoun Square. Also sponsored walks.
- g) Rubbish. Gates had not been closed and so rubbish had been put in our bins. Tricia will get suitable laminated and sticky backed labels for the bins.
- h) Water tap / gutters. Suggested that outside tap and hose to clean gutters. Cost of a gutter hedgehog was the same as a tap.
- i) Boundary wall. The Factor is arranging to remove the tree which is pushing the wall.
- j) Cleaner. Everyone was happy with the cleaning.
- k) Freezer. Margaret to dispose of the broken one.
- l) Chairs. Grey Matters to be asked to return chairs to where they get them from.
- m) Website. Minutes, excluding any contact details, to be placed on the website.
- n) First aid kits. Gloves and face masks to be replaced after usage.
- o) Defibrillator. Vivien reported that the pads and batteries were replaced earlier in the day as the use by date was approaching.
- p) Fire register/PAC testing. Users need to sign that fire practice had been carried out to ensure a record is maintained. Assembly point to be 19 Princes Street and the fire procedures/notices need to be amended to show this. Also a fire risk assessment needs to be performed. PAC testing will be done in December.
- q) Risk Assessment. Margaret and Alan to carry out a renewed risk assessment on 30<sup>th</sup> November.
- r) Inventory. This requires to be done in the new year.

#### **4. Treasurer's Report**

Alan advised that there is £14,214 in the bank. compared to £16,220 twelve months ago. He has paid the insurance. Scottish Power bill just arrived for the period 13/4 to 25/11. It was £158 up to August and from then until November was £530. Will investigate obtaining a fixed term account when the current account ends in January. Alan to discuss with Scouts the possible joining of all meters together.

Margaret had checked on changing the strip lights to LED tubes and this would cost £400. She is waiting for a reply from Business Energy Scotland on how we should proceed with insulation and changing electrical equipment.

#### **5. AOCB**

- a. Four 10-inch Cookery Bowls are needed
- b. A Plumber is required to check one of the toilets as it is making a lot of noise.

#### **6. Date of Next Meeting**

Mid January

#### **Addendum:**

The date of next meeting now set for 17<sup>th</sup> January 2023, in the Guide Hall, at 7.45pm, with an invitation extended to all Guiders and a representative of Trefoil Guild.