

# Helensburgh Friends of Guiding

Minutes of meeting held at 3pm on 6<sup>th</sup> December 2021 at Guide Hall, John Street,  
Helensburgh

## 1. Present

Margaret Morrison, Aileen Baird, Alison Ringrose, Tricia Stewart, Alan Summers and Vivien Macpherson.

**Apologies:** Lorna Hamilton

## 2. Minutes of previous Meeting

Minutes of meeting on 18th August 2021 approved.

## 3. Chairperson's Report

- (a) Cleaning dates, Jubilee Hall floor deep clean: Cleaning required to be improved and AS to have a word.
- (b) Change of Hirers: None
- (c) Use of kitchen: Can be returned into use.
- (d) COVID risk assessment: Physical distancing guidelines changed from 2 m to 1m.
- (e) Ordinary Risk Assessment: Up to date risk assessment has just been performed by MM and AS.
- (f) Redecoration: Jubilee Hall to be painted on 15th January.
- (g) Garden, bench maintenance: Teak oil to be applied in the spring.
- (h) Notifications to Units re fire pit and storage: Storage shed being delivered to site on 7th December and key to be duplicated for units.
- (i) Fire drills: Units should have fire drills and familiarise themselves with the Fire Instructions.
- (j) First Aid kits: AR to check First Aid boxes
- (k) Roof check: Two years since last checked.
- (l) Budgeting: Three major hirers (LCI, Grey Matters and Enable) have been lost - potentially 50% of income amounting to £2,000. Yoga have increased use. May have to consider increasing charge to units. Fund raising / grants: Possible table top sale in March/April which must be well advertised and accompanied by coffee
- (m) Fire alarms: Jubilee Hall alarm batteries have failed and all must be checked.
- (n) PAT testing: AS advised that testing to be carried out on 8th December.
- (o) Fire extinguishers: AS to speak with Chubb to check when annual testing being done.
- (p) Unit support: Nil.
- (q) Asbestos: Asbestos Report received which indicates there is asbestos in the ceiling of the Jubilee Hall. Low risk but needs annual surveys.
- (r) Noticeboard: This will be for Guide use only as Scouts don't wish to participate.
- (s) Trust funding: LMC funds need to be topped up and agreed to contribute £500/600.
- (t) Website: Difficult to access - address is [www.hfog.org.uk](http://www.hfog.org.uk). Query whether correct logo being used.

## 4. Treasurer

AS reported that current balance at bank is £16,220 and expected to rise to £18,102 when outstanding rents received.

**5. Covid procedures update**

No further report.

**6. Any other competent business**

- a. Road 'Keep Clear' sign. VM has contacted council again and taken photos of car obstructing entrance.
- b. Queen's Platinum Jubilee. There will be a public holiday 4/5/6 June 2022. MM suggested a celebration cake.

**7. Date of next meetings.**

Next committee meeting on 17th January 2022 at 2.30pm.