

[REDACTED]
Sent: 04 May 2017 15:34

[REDACTED]
Subject: Portpatrick Public Hall

[REDACTED]

Hope you are well today, As you are aware there is work ongoing with Portpatrick Community Council in relation to a management agreement of the above facility, the community council have now formed a Hall group consisting of some members of the Community Council, 2 members of the Bowling Club and other local individuals and have been working with [REDACTED] in relation to progressing management agreement. The group have agreed to undertake the management of opening/closing hall, keys, arranging cleaning and take bookings, however they wish for the payments to be retained by the council for the interim to cover the costs of running the facility. They are requesting that bookings are paid for at time of booking and that a returnable deposit is taken to cover the costs of any damage or major cleaning fees caused by individuals or groups hiring the hall.

We are hoping to have the agreement signed and operational by end of May, We are aware that this is not quite at the level of full management but we are hopeful that we can progress further with a review of how things are working in November.

In the meantime it will be important for us to work with the group to enable this arrangement to work and we will require a point of contact to work together with the Hall group to develop a simple system of work to firstly inform that a booking has been made to the council and the council arrange to take payment. Can you let me know who is or would be the contact so that a meeting can be arranged with them and the hall group to work together on this.

To aid the transition the group would like to sand and seal the hall flooring, they have a group of volunteers willing to undertake the work (led by professional painter/decorator) but would like to request sealant/varnish from the Council is this something that you would consider? They anticipate that this will help prevent major cleaning works and improve the aesthetics of the hall helping to encourage greater usage.

They would also like the council to install hand dryers in the ladies and gents and remove the need for paper towels thus reducing costs/ waste and the potential for damage caused by blocking drains etc. although this is not part of the negotiation just a request.

Hope to hear from you soon
Thanks [REDACTED]

[REDACTED]

Sent: 31 May 2017 16:18

Subject: Portpatrick

I am hoping to catch up with [REDACTED] in the next week or so, can you give me a wee brief update, on the meeting regarding the hall, I am assuming we all reached an agreement on the processes?

[REDACTED]

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