

**Applecross Community Hall Committee Meeting 16/03/2021 at 7:45pm (Zoom)  
Minutes**

Minutes taken by Saara Viitanen

Present: Jack Marris (JM), Jon Barnett (JB), David Davidson (DD), Kirsten Glover (KG), Ishbel Ferguson (IF), Sean KilBride (SK), Saara Viitanen (SV)

Apologies: -

Agenda items	Action point	Action completed by
<b>Election of office bearers and other roles</b> <ul style="list-style-type: none"> <li>• JM was proposed as Chair by RM and seconded by IF.</li> <li>• SV was proposed as Secretary by RM and seconded by SK.</li> <li>• SK was proposed as Vice Chair by JM and seconded by RM.</li> <li>• DD was proposed as Bar Manager by JM and seconded by IF.</li> <li>• JB was proposed as Fire Safety Officer by DD and seconded by SK.</li> <li>• KG was proposed as Events Manager by RM and seconded by IF.</li> <li>• RM was proposed as Bookings Manager by JM and seconded by SV.</li> <li>• IF and SK were proposed as Kitchen/Building Manager by RM and seconded by DD.</li> <li>• Committee did not vote in a Treasurer but decided to think about who would be a good fit for the role and confirm by the next meeting.</li> </ul>	All	Next meeting
<b>Approval of minutes from previous meeting on 16/02/21</b> <ul style="list-style-type: none"> <li>• Proposed by RM, seconded by DD.</li> </ul>		
<b>Bar report</b> <ul style="list-style-type: none"> <li>• Nothing to report.</li> <li>• DD to confirm when his Personal Licence expires.</li> </ul>	DD	Next meeting
Action points from previous meeting	Action point	Action completed by
<b>SCIO incorporation</b> <ul style="list-style-type: none"> <li>• Committee agreed to continue with subgroup consisting of JM, SV, SK and JB. Next subgroup meeting is to be organised soon.</li> </ul>	JM, SV, SK, JB	Next meeting

<p><b>General maintenance</b></p> <p><u>Extractor fan</u></p> <ul style="list-style-type: none"> <li>• SK meeting with contractors on 17/03 to measure cooker hood area.</li> <li>• SK to confirm if contractor recommends carbon monoxide detector or gas shut off.</li> </ul> <p><u>Drainage</u></p> <ul style="list-style-type: none"> <li>• JM provided an update at the AGM. Works continuing and proceeding well. Current price estimate for all works is £1,500.</li> </ul> <p><b>Action plan for re-opening</b></p> <ul style="list-style-type: none"> <li>• SV has not yet started. SV and KG to develop action plan for when restrictions allow.</li> </ul> <p><b>New website</b></p> <ul style="list-style-type: none"> <li>• SK/JM to transfer annual domain payment to Hall bank account by June (next payment due then).</li> </ul>	<p>SK</p> <p>SV, KG</p> <p>SK, JM</p>	<p>Next meeting</p> <p>Next meeting</p> <p>June</p>
<p><b>Bookings</b></p> <ul style="list-style-type: none"> <li>• No bookings currently.</li> </ul>		
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• SV noted that the Applecross Tourism Group had enquired about the possibility of moving the glass bins to another location in Applecross. SV to find out more details.</li> <li>• JM and JB to visit the Hall to develop an updated fire safety plan. SK noted that a fire safety plan is with the premises licence documents.</li> </ul>	<p>SV</p> <p>JM, JB</p>	<p>Next meeting</p> <p>Next meeting</p>

Next meeting is scheduled for Thursday 22<sup>nd</sup> April 2021 at 7:30pm (Zoom).

JM concluded the meeting.