

**Applecross Community Hall Committee Meeting 17/01/2023 at 7pm (Applecross Hall)  
Minutes**

Minutes taken by Saara Viitanen

Present: Barbara Gillies (BG), Ishbel Ferguson (IF), Rhona McPartlin (RM), Anne Macrae (AM), Christian Burgin (CB), Elaine Glover (EG), Agnes Rymowicz (AR), Saara Viitanen (SV)

Apologies: Sean KilBride (SK)

Agenda items	Action point	Action completed by
<p><b>Approval of minutes from previous meeting on 22/11/22</b></p> <p>Committee approved the minutes.</p>		
<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>● Some major expenses towards maintenance in the last month. Some grant funding approved and come in. Major income for the year eg. grant funding, duathlon, Masked Singer, hogmanay. Approx. £21,000 running costs for the year. <b>CB to discuss with and submit accounts to OSCR.</b></li> <li>● <b>BG to chase up invoice for the fireworks.</b></li> <li>● Suggestion to put up an infographic about running costs on the noticeboard. <b>CB to design this.</b></li> <li>● <b>CB to continue investigating water bill and council tax discounts.</b> For council tax discounts, the building needs to be surveyed. No action decided.</li> <li>● <b>BG still to contact BT about what is included in the phone plan.</b></li> <li>● Suggestion of a 'race night', bingo and other fundraising events.</li> <li>● <b>BG and SV looking into a Cost of Living Support grant from the National Lottery to possibly contribute towards heating costs and to follow with an update.</b> AM flagged up Winter Warm up grant, <b>AM to send a link to BG.</b></li> <li>● Discussion about hire charges. Different tiers of hire charges for local and non-local organisations in place. Committee agreed to continue with this for now. <b>CB to</b></li> </ul>	<p><b>CB</b></p> <p><b>BG</b></p> <p><b>CB</b></p> <p><b>CB</b></p> <p><b>BG</b></p> <p><b>BG, SV</b> <b>AM</b></p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP ASAP</p>

<p>continue looking into expenses. Once the electricity meter is fixed, this will help.</p>	CB	ASAP
<p><b>Bar report</b></p> <ul style="list-style-type: none"> <li>EG to contact Tom O about personal licence.</li> <li>EG to check bar stock for Burns supper.</li> <li>EG to send BG invoice for wine for fireworks night.</li> </ul>	EG EG EG	ASAP ASAP ASAP
<p><b>Report of action points</b></p> <p><b>Community survey</b></p> <ul style="list-style-type: none"> <li>SV to print more surveys for Games Night on Friday.</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>SV to liaise with BG and AM about website editing.</li> <li>Paid for another year of hosting.</li> </ul> <p><b>Wifi improvement</b></p> <ul style="list-style-type: none"> <li>No update, SK to follow.</li> </ul> <p><b>Policies &amp; procedures</b></p> <ul style="list-style-type: none"> <li>BG and RM have started a wedding information sheet. Update to follow about summary of responsibilities for hall users.</li> <li>Public entertainment licence has been submitted, awaiting reply.</li> <li>Committee ensuring fire and health &amp; safety checklist and logbook are being filled in. Accident logbook located in kitchen.</li> <li>BG, SV and SK to check the building for fire safety again soon.</li> </ul> <p><b>SCIO</b></p> <ul style="list-style-type: none"> <li>CB to follow with an update for AGM.</li> </ul> <p><b>Community sharing cupboard</b></p> <ul style="list-style-type: none"> <li>AM to follow with an update.</li> </ul>	SV  SV  SK  BG, RM  BG, SV, SK  CB  AM	ASAP  ASAP  Next meeting  Next meeting  Next meeting  Next meeting  Next meeting

<p><b>Cinema</b></p> <ul style="list-style-type: none"> <li>• New projector ordered. 'Applecross cinema club' group set up. <b>BG and Mairi looking into grant funding for film licence.</b></li> </ul> <p><b>General maintenance</b></p> <ul style="list-style-type: none"> <li>• Cannot open one of the showers, keys don't fit. <b>BG to ask around for a handyman to help.</b></li> <li>• PAT testing in music room - <b>SK to follow up.</b> Music rooms needs tidied up.</li> <li>• <b>BG still chasing SSE about fixing electricity meter. Electricity contract runs out in June - need to follow up (CB and BG).</b> Interruption to electricity supply 24 Jan.</li> <li>• Sports equipment storage - still looking for a space. <b>AR and BG to have a look.</b></li> <li>• Storage room beside bar - update to follow.</li> <li>• Some bar glasses to be sold at bric a brac.</li> <li>• Wheelie bins keep blowing over - discussion about a bin shed and location. <b>BG to ask George for a quote.</b></li> <li>• <b>BG to advertise bouncy castle on Facebook.</b></li> </ul>	<p><b>BG, Mairi</b></p> <p><b>BG</b></p> <p><b>SK</b> <b>BG</b> <b>CB, BG</b> <b>AR, BG</b></p> <p><b>BG</b></p> <p><b>BG</b></p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting ASAP ASAP Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p><b>Bookings &amp; enquiries</b></p> <ul style="list-style-type: none"> <li>• Plockton Music School 30 March - <b>BG liaising about dinner arrangements.</b> RM as point of contact.</li> <li>• Enquiry about using hall kitchen for a business use - committee deemed this not appropriate for the hall's purposes.</li> </ul>	<p><b>BG</b></p>	<p>Next meeting</p>
<p><b>New items</b></p>		
<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>• AGM scheduled for 21 Feb. <b>RM to make posters. BG and SV to advertise online.</b> Advertise for new committee members - perhaps someone who could take on maintenance responsibilities. Chair's and Treasurer's reports to be prepared. <b>SV to circulate previous AGM materials.</b></li> </ul>	<p><b>RM, BG, SV</b></p> <p><b>SV</b></p>	<p>7 Feb</p> <p>ASAP</p>
<p><b>AOB</b></p>	<p><b>Action point</b></p>	<p><b>Action completed by</b></p>

<ul style="list-style-type: none"> <li>• AM has purchased board games with Christmas tombola money. AM to tidy up games cupboard.</li> <li>• Printer not being used, so BG to put it up on Facebook.</li> <li>• EG to get some new utensils for the kitchen, to be reimbursed.</li> <li>• Deep clean of kitchen needed (Kalie, BG, EG etc).</li> <li>• Red container - discussion about if this would be available for storage. AM to liaise with Alfie.</li> </ul>	AM BG EG Kalie, BG, EG AM	Next meeting Next meeting Next meeting Next meeting Next meeting
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Next meeting and AGM is scheduled for Tuesday 21st February at 7pm.

BG concluded the meeting.