

Applecross Community Hall Committee Meeting 16/04/2019 at 19:30
Minutes

Minutes taken by Saara Viitanen

Present: Katie Tully (KT), Saara Viitanen (SV), Jack Marris (JM), Rhona McPartlin (RM), Marion Clark (MC), Carolyn Littlewood (CL), Gregor Watson (GW)

Apologies: Tom O'Halloran (TO), Ishbel Ferguson (IF), Caty MacLennan (CM)

- Meeting was called to order by KT.
 - Minutes from previous meeting on 19th March 2019 approved. Proposed by RM, seconded by GW.
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Standing Items

Treasurer's Report

- Mandate form to change signatories for bank account has been sent.
- Cheques will no longer need two signatures.
- Aiming to obtain a debit card and online banking.
- Current finances to be discussed at next meeting.

Bookings

- Chris Sesar and Gill Halliday concert Saturday 08/06/2019
- Wedding Saturday 04/05/2019. KT will order wine for the bar. KT and SV will work the bar.
- Easter market 19/04/2019. KT will work the bar.

General Maintenance

- Fire alarm check done. Emergency lights and lights in small hall fixed. Fire alarm needs fixed still. Waiting to hear from Logic.
 - Drainage holes have been dug in the back of the hall, but blockage by fuel tank suspected. Ongoing process.
 - Heating has been left on by users again unnecessarily. KT and JM to check oil levels. GW to design signs for turning heating off after use for front door and at heating controls. SV suggested a sheet at front door that users would sign before leaving to confirm they have turned heating off.
 - Waiting to hear back from electrician (Iain Mackenzie).
 - Kitchen heating cupboard bought. Needs an electrical check before use. Possibility to buy a halogen stand to use on top in the future.
 - Possibility to upgrade recycling bins in the future. Problem with people dumping general waste in recycling bins. JM suggested putting up signs. CL suggested signs to make it clear which one is the recycling bin.
 - Need to find out if broken glass is permitted in glass bin. GW suggested a brush to be made available to clean broken glass around glass bin.
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Outstanding Business

Toddler Play Area

- Megan MacInnes presented options and quotes for building a toddler play area outside hall. First option was wooden fencing which might be more durable and aesthetically pleasing. Second option was metal fencing. Committee decided to go with wooden fencing built by Isabelle Kerjose who is employed by the Applecross Trust. Committee needs to provide materials.
- Project has £500 from strupag and has applied for £1500 from the Community Council (SSE pot). Megan to follow up on this with the Community Council. Committee decided that if funding is secured, OK to go ahead with the project.
- KT: need to make sure no building going on during weddings etc.

Funding

- Waiting to hear about Community Council (SSE) funding. KT to contact Cathryn Mackie about the Community Pot.

Correspondence

- JM receiving most bills and invoices. Still need to change names (from Rory Cameron) for some bills.

Premises Licence and Premises Manager

- Premises licence has come in and been put up on the wall. Refusals book has come in. More bar staff should be trained for future events (e.g. Applecross Games).
- KT to apply for licence and extension to licence for the Applecross Games.

Rental Rules and Prices

- KT to finish rule book for hall users and email to committee.

Website

- Committee suggested following changes to be made on the website:
 - No phone number in contact details, just email
 - Add recent pictures (location, atmospheric, wider Applecross and other), a picture slideshow and new title picture. CL suggested a Facebook competition for people to have their pictures on the website.
 - Regularly updating event calendar would take too much work and time. SV suggested embedding Facebook feed on every page instead.
 - Remove text from home page
 - 'About' page: make text more practical and mention e.g. groups, clubs, committee
 - 'Functions' page: add pictures of events (slideshow), remove gallery, add hire charges and contact details
 - Add 'Minibus' page. KT suggested adding a community portal for booking minibus in the future.
 - Fix enquiry form on 'Bookings' page
- Own email address for hall is needed.
- JM: need to have text and pictures ready when contacting Nathan (website designer).
- SV to look into options for creating a new website.

Constitutional Issues

- To be discussed at next meeting.

Car Parking

- To be discussed at next meeting.
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New Issues**Minibus**

- KT: needs discussion with Rory Cameron.
- GW to follow up with Chris Ward and Sean Kilbride to see if they have information.

Chair's Status

- KT might need to leave Applecross soon if no housing available. Committee to approach Applecross Trust on this.
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AOCB**Rental Rates**

- Committee discussed rental rates but will continue the discussion at next meeting.
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- Next meeting is scheduled on 21st May 2019 at 19:30.
- KT concluded the meeting.