

**Applecross Community Hall Committee Meeting 15/3/2022 at 6:30pm (Applecross Hall / Google Meet)  
Minutes**

Minutes taken by Saara Viitanen

Present: Jack Marris (JM), Sean KilBride (SK), Saara Viitanen (SV), Ishbel Ferguson (IF), Rhona McPartlin (RM), Barbara Gillies (BG), Christian Burgin (CB)

Apologies: David Davidson (DD)

Agenda items	Action point	Action completed by
<p><b>Approval of minutes from previous meeting on 15/2/22</b></p> <p>Proposed by SK, seconded by RM.</p>		
<p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>• Bank balance £5,591.72.</li> <li>• Recent income: cash deposited £824.18; Highland Council project grant £2,370.25.</li> <li>• Upcoming expenses will include the costs of the solicitor regarding the transition into a SCIO. The exact fees will be clarified in due course.</li> <li>• CB has kindly volunteered to take on the Treasurer role. The committee is delighted to welcome him. As CB is not a permanent resident in Applecross, he is not a committee member but supports the committee in the Treasurer role. JM, Tom O'Halloran and CB to meet face to face to hand over the role.</li> <li>• After handover, CB and all to make up list of essential/desirable expenses and look into which of the desirable expenses are possible with current cashflow.</li> <li>• CB to look into the requirements for independent auditing of accounts.</li> <li>• TO to present accounts at AGM.</li> <li>• The committee discussed an offer of support from the Applecross Trust. A £5,000 loan was generously offered by the Applecross Trust originally, but the committee turned this down as it was seen that it would not be pertinent for the organisation to take on a loan with little income and the transition into a SCIO coming up. Some time</li> </ul>	<p>JM, TO, CB</p> <p>CB, All CB TO</p>	<p>ASAP</p> <p>Next meeting Next meeting Next meeting</p>

<p>after this, the Applecross Trust kindly offered a £500 donation to the Hall towards finding accommodation for musicians and bands coming to perform at the Hall, as well as a 30% discount for this at Hartfield House. As well as this, the Applecross Trust also offered a £4,500 interest-free loan which could be potentially claimed back from the future Community Pot SCIO. The committee decided that they don't feel comfortable entering into a loan at this stage, but would gratefully accept the donation and discount offer. BG to communicate this to the Applecross Trust.</p>		
<p><b>Bar report</b></p> <ul style="list-style-type: none"> <li>● Appleseed film night on 25/2 had made £51.25.</li> <li>● Committee discussed what to do with out of date stock and any possible licence requirements. No action decided.</li> </ul>		
<p><b>Action points from previous meeting</b></p>	<p><b>Action point</b></p>	<p><b>Action completed by</b></p>
<p><b>SCIO incorporation</b></p> <ul style="list-style-type: none"> <li>● JM has been in contact with a solicitor who has asked for further documents and details. This is to then make a list of jobs required with a possibility to pick out some of them for the committee to do themselves to save money in solicitor fees. JM to proceed with this.</li> </ul> <p><b>Hire rates</b> In 2021:</p> <ul style="list-style-type: none"> <li>● Oil bills totalled to £1,438.20</li> <li>● Electricity bills totalled to around £1,300</li> <li>● Water bills totalled to around £500</li> <li>● Non-domestic council tax totalled to around £800</li> <li>● Cleaning fees on top - unsure of the figure, but a significant expense.</li> </ul> <ul style="list-style-type: none"> <li>● The committee agreed that it should be worked out how much the Hall is used,</li> </ul>	<p>JM</p>	<p>Next meeting</p>

<p>although it would be a lot of effort to get an average figure. RM and SV to add up hours for one winter month and one summer month for the past few years, including before Covid.</p> <ul style="list-style-type: none"> <li>• This will help to form a baseline and make a more informed decision on possible new hire rates. The committee also agreed that the hire rates shouldn't only be based on finances but also be matched with other local halls and subsidised for the community so all are able to access the Hall.</li> </ul>	<p>RM, SV</p>	<p>Next meeting</p>
<p><b>Fireproof canopy</b></p> <ul style="list-style-type: none"> <li>• RM to send JM receipt for materials and JM to reimburse RM.</li> <li>• SK and RM to investigate attachments on walls and see if they need replaced.</li> </ul>	<p>RM, JM SK, RM</p>	<p>ASAP ASAP</p>
<p><b>General maintenance</b></p> <ul style="list-style-type: none"> <li>• JM has replaced gas bottle. SK to check gas levels monthly and JM to order another bottle. The committee agreed that whoever changes the gas bottle should let the shop know to arrange another spare bottle.</li> <li>• JM to contact electrician about cooker hood connections.</li> <li>• SK to follow up on boiler service.</li> <li>• SK to send shopping list of light bulbs etc to JM.</li> <li>• Oil levels at around 1/2 full. SK/JM to check the capacity of the tank. JM to order minimum load.</li> <li>• SK to investigate the fittings of the folding doors and what needs replaced.</li> </ul>	<p>SK, JM  JM SK SK SK, JM SK</p>	<p>Next meeting  ASAP Next meeting ASAP ASAP Next meeting</p>
<p>SK noted some things for attention:</p> <ul style="list-style-type: none"> <li>• Some black mold on the mens toilets ceiling which is to be cleaned. A cubicle in the mens toilets was also locked from inside but this was thought to be due to children playing.</li> <li>• A door strip needs replaced.</li> <li>• New place is to be found for the kitchen cupboard. Next to the fridge beside the back door was suggested.</li> <li>• New stepladder needed. BG/JM to organise borrowing one for now.</li> </ul>	<p>BG/JM</p>	<p>ASAP</p>

<ul style="list-style-type: none"> <li>• The masseuse coming to the Hall as part of the Highland Council funded project needs the lounge door to be able to lock and a curtain to cover the door. SV to ask around for the key for the lounge door as this couldn't be found and to look for a curtain.</li> <li>• The committee discussed possible small refurbishment of the lounge (painting, curtains, lights etc) to make it more cosy and modern. SV to get in touch with two local residents who might be interested in helping with ideas and quotes.</li> </ul> <p><b>Duathlon</b></p> <ul style="list-style-type: none"> <li>• JM gave an update from the duathlon group meeting. The entry price is to go up to £20 which will increase income for the Hall. There will be a ceilidh and meal in the evening for the community, volunteers and participants and their families.</li> <li>• DD to look into bar licence for afternoon at Hartfield House and off licence sales of Applecross Brewery ales.</li> <li>• JM/BG to talk to the Big Grill Society about providing food at the ceilidh. SV to look into a Vegware donation scheme of disposable compostable plates and cutlery etc.</li> </ul> <p><b>Bouncy castle hire</b></p> <ul style="list-style-type: none"> <li>• JM gave an update that hiring out the bouncy castle would entail lots of questions about insurance and liability. BG to investigate this further.</li> </ul>	<p>SV</p> <p>SV</p> <p>DD</p> <p>SV</p> <p>BG</p>	<p>ASAP</p> <p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p> <p>Next meeting</p>
<p><b>New items</b></p>	<p><b>Action point</b></p>	<p><b>Action completed by</b></p>
<p><b>Pool table</b></p> <ul style="list-style-type: none"> <li>• JM had investigated options to rent or buy a pool table. A quote was received for £25/week, 3-month min. rental of a pool table which is coin operated and comes with a trolley to move it to storage between uses with free delivery. The table is 7'x4' and needs a sheet of plywood made to cover and use as a table. The table could be stored below the noticeboards or on the opposite side of the foyer. A similar set up would cost around £2,000 to buy new, but lots of second hand options are available.</li> </ul>		

<ul style="list-style-type: none"> <li>• The committee agreed to proceed the rental as a pilot for 3 months May-July to see if there is enough interest to buy one. JM to progress this.</li> </ul>	JM	Next meeting
<p><b>Church of Scotland communications</b></p> <ul style="list-style-type: none"> <li>• SK reported that he had received contact from Church of Scotland to ask if the Hall could host congregations via video calls/a tv screen. The committee agreed to this, pending further details. SK to follow up and give an update in the next meeting.</li> <li>• The committee discussed the possibilities a permanent set up for video calls/a screen could provide: film nights, sports, live streaming concerts/cultural events, joining events/meetings online etc.</li> </ul>	SK	Next meeting
<p><b>Bookings</b></p>	Action point	Action completed by
<ul style="list-style-type: none"> <li>• Strupag fundraiser for Ukraine and table tennis evening 19/3</li> <li>• Fundraiser/live music night 1/4</li> <li>• Wildwood Jack concert 7/5</li> <li>• Concert pencilled in for 12/5</li> <li>• Private function 15/7-16/7</li> <li>• Simon Kempton concert 3/9</li> <li>• Ceilidh 17/9</li> <li>• BG raised the suggestion of joining the Touring Network which provides support for rural venues to organise live music concerts. The appropriate membership level would be £80/year. The committee agreed to this. BG to proceed.</li> <li>• The committee discussed the idea of having regular pool/dinner nights at the Hall for locals and visitors, possibly on Tuesdays as all restaurants will be closed in Applecross then. JM/BG to talk to the Big Grill Society about possible food sales. JM/DD to look into extending bar licence to Tuesdays.</li> <li>• The need for volunteers at the bar was discussed. No action decided.</li> <li>• BG and JM to progress the postponed over 60s Christmas dinner, which could possibly be held in summer.</li> </ul>	        BG  JM, BG JM/DD  BG, JM	        Next meeting  ASAP ASAP  ASAP

<ul style="list-style-type: none"> <li>SV and SK to discuss and organise IT support sessions as part of the Highland Council funded project.</li> <li>The next Hall AGM scheduled for 19 April at 7pm in person with a Google Meet link available. Committee to join at 6.30pm to prepare. Committee meeting to go ahead after the AGM. SV to advertise.</li> </ul>	SV, SK	ASAP
<b>AOB</b>	<b>Action point</b>	<b>Action completed by</b>
No other business raised.		

Next meeting is scheduled for Tuesday 19<sup>th</sup> April 2022 at 8pm.

JM concluded the meeting.