

**Applecross Community Hall Committee Meeting 23/06/2020 at 19:30  
Minutes**

Minutes taken by Saara Viitanen

Present: Saara Viitanen (SV), Jack Marris (JM), Tom O'Halloran (TO), David Davidson (DD), Rhona MacPartlin (RM), Kirsten Mackie (KM), Gerry MacPartlin (not a committee member)

Apologies: Ishbel Ferguson

Meeting was called to order by JM.

Approval of minutes from AGM and previous meeting on 25/02/2020: proposed by DD, seconded by RM.

<b>Treasurer's report and OSCR update</b>	<b>Action point</b>	<b>Action completed by</b>
<ul style="list-style-type: none"> <li>• Bank balance is at £4,417.</li> <li>• Recent/upcoming outgoing costs: insurance renewal, electricity (ongoing), cleaner's wages.</li> <li>• Income: recent bar income (£850.50) banked.</li> <li>• No update from OSCR about charitable status so far. TO to follow up.</li> <li>• JM has applied for a holiday from water payments due to COVID-19 crisis.</li> <li>• TO to apply for the Small Business Grant Fund from Highland Council.</li> </ul>	<p style="text-align: center;">TO</p> <p style="text-align: center;">TO</p>	<p style="text-align: center;">Next meeting</p> <p style="text-align: center;">ASAP</p>
<p><b>Bar report</b></p> <ul style="list-style-type: none"> <li>• Once hall is open again, DD to check if anything needs to be ordered for the bar.</li> <li>• Wi-fi router is being moved into the bar in the next few days.</li> </ul>	<p style="text-align: center;">DD</p>	<p style="text-align: center;">Once hall is open</p>
<p><b>Secretary role</b></p> <ul style="list-style-type: none"> <li>• Millie Whistance Holmes has resigned as a committee member.</li> <li>• JM proposed co-opting SV to the committee and appointing her as Secretary. Majority were in agreement.</li> </ul>		
<p><b>Action points</b></p> <p><b>Relocation of glass recycling bins</b></p> <ul style="list-style-type: none"> <li>• JM is waiting to hear back from the Highland Council.</li> </ul> <p><b>Update on Community Pot fund</b></p>	<p style="text-align: center;">JM</p>	<p style="text-align: center;">Next meeting</p>

<ul style="list-style-type: none"> <li>Ongoing. JM has put a proposal to the Forum. Their next meeting has been postponed until further notice.</li> </ul>	JM	Next meeting
<p><b>Fibre internet</b></p>		
<ul style="list-style-type: none"> <li>JM has researched options and found that a suitable landline + wi-fi package could save a significant amount of money.</li> <li>Quote from the Focus Group received for pay-as-you-go line rental and fibre internet (£33+VAT/month), with an option of faster download speeds and up to 50 connected devices for an additional £5/month.</li> <li>The option of ordering another wi-fi connection from AppleNet was also discussed, but it was pointed out that a new price for the landline could be beneficial, which AppleNet does not provide.</li> <li>No decision made. JM to circulate exact figures to the committee.</li> </ul>	JM	Next meeting
<p><b>Cleaning update</b></p>		
<ul style="list-style-type: none"> <li>The committee created a cleaning task checklist. JM to circulate this to the committee and discuss with cleaner.</li> <li>JM has contacted McGregor's for information on prices of cleaning supplies etc. JM to follow up.</li> </ul>	JM	Next meeting
	JM	Next meeting
<p><b>Signs in kitchen</b></p>		
<ul style="list-style-type: none"> <li>SV is making a sign for the kitchen to remind users to return items.</li> </ul>	SV	Next meeting
<p><b>Creative Scotland funding</b></p>		
<ul style="list-style-type: none"> <li>The funding application KM submitted for an event at the hall, including some funding for refurbishment, was not accepted due to the COVID-19 crisis. Possibility to try again next year.</li> </ul>		
<p><b>Buildings Manager role</b></p>		
<ul style="list-style-type: none"> <li>Aron Paramor has agreed to join the committee and take on the Buildings Manager role, which includes managing/instructing any maintenance works at the hall. JM proposed co-opting Aron to the committee and appointing him as BM. Majority was in agreement.</li> <li>JM to discuss Aron about work needed.</li> </ul>	JM	ASAP
<p><b>Eigg school children</b></p>		
<ul style="list-style-type: none"> <li>Request for school children to stay at the hall is no longer relevant.</li> </ul>		

<p><b>Re-opening of the hall</b></p> <ul style="list-style-type: none"> <li>• JM has researched government guidance and most events could start to be organised in Phase 3 of lockdown easing.</li> <li>• Committee agreed to look at booking/group inquiries individually as they come in to determine the risks and mitigation.</li> </ul>		
<p><b>General maintenance</b></p> <ul style="list-style-type: none"> <li>• Steve Brown has volunteered to do refurbishments at the hall as needed.</li> <li>• KM to follow up with Kevin Grant about putting up new noticeboard. SV to investigate possible funding.</li> <li>• Small hall – RM to look up quotes for materials for new curtains, TO to coordinate with Tery McCowan and Steve for possible refurbishment options.</li> </ul>	<p>KM, SV RM, TO</p>	<p>Next meeting Next meeting</p>
<p><b>Trustees</b></p> <ul style="list-style-type: none"> <li>• Committee agreed that it would be beneficial to find a new Trustee. One Trustee has passed away, another is not well but wishes to remain a Trustee. JM to discuss with the third Trustee about if they would like to stay on.</li> <li>• Gerry MacPartlin joined the meeting to discuss the constitution and possibility of being a new Trustee. He noted that the constitution may need updating, as it is not always applied anymore (includes handwritten notes). The solicitors who worked on the constitution may have more information on if there is a more current constitution. Gerry does not wish to become a Trustee at this stage. Gerry to contact solicitors for information on any updates to the constitution and a quote for changes.</li> <li>• Another option suggested was to set up a new organisation (eg. a SCIO) for the hall and dissolve the current one. In Gerry's experience, this may be the more affordable option compared to making changes to the current constitution. Assets and funds would be passed from current organisation to the new one. The advantages of being a SCIO include Trustees having no financial liability and being required to send one annual report instead of two.</li> <li>• No decision made. KM to read SCIO guidance.</li> </ul>	<p>JM</p> <p>Gerry</p> <p>KM</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p><b>Utilities</b></p> <ul style="list-style-type: none"> <li>• JM has been in contact with Utility Aid, who help charities compare utility charges free of charge. JM found out that the hall could be saving money on these. New 3-year contract signed, which saves around 20% (£200-300/year).</li> </ul>		
<p><b>Fire risk assessment</b></p>		

<ul style="list-style-type: none"> <li>Gregor Watson has done a fire risk assessment as well as contacted Chubb to do one, but this has not been scheduled or paid for yet due to worries about finances. As the finances are now better, committee agreed to book this. KM to organise and email committee once it has been booked.</li> </ul>	KM	ASAP
<p><b>Photo board</b></p> <ul style="list-style-type: none"> <li>Tery McCowan has asked if children's artwork could be updated on the wall next to the disabled toilet. Majority of the committee was in agreement. Old artwork will be archived.</li> </ul>		
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>RM asked if there has been an update regarding the car park works. The committee has a quote for works needed, but it is too currently too expensive. The committee agreed to wait to hear about COVID-19 Small Businesses Grant. Someone had filled in a big pothole at the gate – the committee extend their thanks to this person.</li> <li>Committee agreed for Secretary to keep posting the approved minutes on Facebook and hall notice board.</li> <li>SV to investigate options for new website.</li> </ul>	SV	Next meeting

Next meeting is scheduled for 21<sup>st</sup> July 2020 at 19:30.

JM concluded the meeting.