

**Applecross Community Hall - Annual General Meeting 27/02/2023 at 7pm (Applecross Hall & Google Meet)
Draft (Unapproved) Minutes**

Minutes taken by Saara Viitanen

Present: Barbara Gillies (BG), Christian Burgin (CB), Saara Viitanen (SV), Fiona Mackenzie (FM), Sean KilBride (SK), Anne Macrae (AM), Rhona MacPartlin (RM), Ishbel Ferguson (IF), Megan MacInnes (MM), Jack Marris (JM), Gerry MacPartlin (GM), Derek MacLennan (DM)

Apologies: Elaine Glover (EG), Agnes Rymowicz (AR)

Approval of minutes from previous AGM on 17/5/22

- BG proposed, AM seconded.

Chair's report

- BG thanked everyone for attending, and for supporting the hall in various ways over the past year: committee, all volunteers, Applecross Trust, Dochas Community Fund, Judith at the Applecross Inn for feeding performers, Jack for printing event posters, Hartfield House for giving a discount for performers staying, the Walled Garden for the Masked Singer event, the Duathlon team, holiday home owners for accommodation for performers, Highland Council, North Highland Initiative, the National Lottery, Applecross Community Company, Applecross Community Council, all businesses who donated, Northwind and Age Concern for their support of the Lunch Club, Vegware for donation of biodegradable cups, the Touring Network, Sophie Crabb from the Highland Screen Network, Regional Screen Network, Creative Scotland; Saara, Megan and Ros for grant application writing, Kishorn Port for their generous donation, and Louise for doing a great job at keeping the hall clean, often with very quick turnarounds between events, and anyone else who has supported the hall this past year who was not mentioned.

BG gave a report of major events in the past year:

EICR

- EICR certificate achieved. Initially graded as Unsatisfactory at the electrical EICR inspection in June 2022. Was regarded as Satisfactory following remedial works (included installation of emergency lighting and signage to bring the building line with current safety legislation). Works were completed by Mackay electrical in November (£6139.50). Next inspection will be due in 5 years i.e. 2027.

Policies and Licencing

Much of 2022 was spent in:

- Getting the safety checks and documentation in place to be able to apply to HC for the Indoor & outdoor Public Entertainment Licence: public liability insurance, EICR, Gas & Fire safety checks done & remedial repairs completed, Fireworks checklist, Risk Assessment documentation, an event management plan for fireworks displays, Health & Safety Children's welfare policy, Building floor plan with fire safety info.
- Writing policy documents e.g. Fire safety, Child welfare, Equal Opportunities, Health & Safety. Copies are in the black document holder on the book case in the Hall Lounge room. The Accident report forms are kept on the shelf beside the kitchen door.
- Renewing the bar premises licence and 2 volunteers completed their bar licence qualifications. Special mention and a big thank you to David Davidson for continuing on as our Premises Holder while arrangements for a new premises holder to take over have been happening.
- Acquiring a Gambling Licence for holding raffles, Phonographic Performance Licence (PPL) & Performing Right Society (PRS).

Fire Safety

- Chubb safety check for fire fighting equipment completed Sept 2022 & Logic alarms completed the fire alarm safety check in July 2022. We plan to get an external light & sound alarm fitted for additional safety.
- Fire risk assessment by the Hall Committee in June 2022 highlighted issues with most of the doors – volunteers came out in force to help, a joiner was eventually employed to fit intumescent foam.
- Sean KilBride is our Fire Safety volunteer. The log is kept on the book case along with the policy folder.
- The gas bottle hoses were both replaced to pass the Gas Safety certificate in August 2022. Improvement has been noted in length between bottles needing replaced and oven temperature. We are currently waiting on the regulator being replaced.

Events

- The hall joined the Touring Network in April & after attending their Networking Conference in Oban we successfully applied for 2 grants to host performers at the hall (2 in a Barrell) & this year Jennifer Ewan Band: Bonnie Bayou tour. Slanjayvah Danza also invited us to be part of their supported tour.
- We had lots of performers last year and we have a number of those keen to return this year. We hope to get some theatre booked.
- Highlights for BG included: Adam Holmes (who's coming back Fri 5/5), BRC, 2 in a Barrel, Slanjayvah Danza & our own Comraich

Ceilidh Band ... and the arrival of the pool table and seeing it enjoyed at 2 well attended Games Nights.

- At the TN conference in Oban I met Sophie from Highland Screen Network, she funded some sound and media engineers to assess the hall and advise on the essential for improving our cinema facilities. Thanks to the Community Lottery Fund we were able to purchase a cinema quality projector, a pocket projector for talks, a bluetooth speaker for zumba and background music at socials, and update our music equipment. Sophie also introduced us and sought funding for our upcoming film night licences.
- We have recently joined Cinema for all and with help from Mairi Summers we plan to launch Applecross Cinema club in the autumn. We will be seeking some extra film buff volunteers to help with film selection and running events.
- Sean is shortly going to lead some workshops to skill folks up in how to use our new cinema and music equipment.

Financial Changes

- We are now using a software package that makes invoicing and keeping track of our accounts much easier. Rhona is now our expert “invoicer”.
- A huge thank you to Christian for his humour and hard work in getting things in order and ready to be submitted to OSCR. This will protect our charity status and enable us to continue to be able to seek grant funding.
- Christian has succeeded in reducing our expenditure: switching insurer. Utility Aid are helping us to seek best value electricity supplier.

SCIO

- A massive thank you to Christian, Saara & Sean for all the work they have put in preparing the Hall to move to a SCIO.
- They have written a new constitution required to accompany our SCIO application which was submitted earlier this month. We hope to hear by May.

Plans for 2023

- Thanks to a couple of recent grants from North Highland Initiative and the promise of a very generous donations from Kishorn Port and all the business that they have been liaising with to contribute, the hall committee can begin to plan a schedule for some more repairs: Roof repair, Wi-Fi improvement throughout building, works to improve shelving and storage, repair to the plumbing, replacing the boiler room ceiling.
- We have a number of music events in the calendar and we hope to get a few more. We would like to offer 2-3 specifically for children and the same for seniors if we can.
- If we are successful in a children and young people grant application a group of parents plan to coordinate a number of activities for

children and young people.

- Applecross Cinema Club plans to launch in the autumn.
- Continue to rationalise our expenditure.
- We plan to offer a “Pay as you can afford” ticket option where performers’ fees allow.
- BG opened the floor for any questions. Committee and audience members thanked BG for her hard work towards the hall in many ways. GM, JM and FM highlighted the various activities happening in the hall for different age groups, and how they are appreciated. MM gave thanks towards the board games nights in particular.

Treasurer’s report

- BG gave a brief report on the hall’s finances. Running at a surplus of £1,000 this year, which is positive for any immediate costs.
- £18,600 income, bulk of income from grant funding and Duathlon. A graphic will be shown on the noticeboard about the hall’s income and expenditure.
- Projected £15,000 costs on maintenance next year.
- Looking into getting discount on water bill.
- JM asked what some of the other costs include on the graphic - CB said CSO, duathlon costs and heating and light.

Election of committee members

- All current committee members stood down as per the constitution. All committee members wished to rejoin, and no one had any objections to this.
- EG was absent but wished to re-join the committee. Debs Carr was also absent but wished to join the committee. RM proposed, JM seconded for both candidates.
- AR had been co-opted to the committee previously, and wished to step forward for election although she was absent. JM proposed, BG seconded.
- DM also wished to join the committee. BG proposed, IF seconded.

AOB

- AM thanked CB for all his support and work towards the hall books and accounts.
- MM and AM supported the idea that income and expenditure are displayed on the noticeboard, so that running costs of the hall can be highlighted.

- JM asked if there are any plans for re-decorating the hall, and mentioned there had been a discussion about e.g. decorating the acoustic panels with photos. DM noted that air should be able to pass through the acoustic panels for them to work properly. BG suggested that once the essential repairs are done, re-decoration could be considered then.

Next AGM is scheduled for 20th or 27th February 2024.

BG concluded the meeting.