

**Applecross Community Hall Committee Meeting 16/02/2021 at 19:30 (Zoom)
Minutes**

Minutes taken by Saara Viitanen

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

Apologies: Sean Kilbride, Ishbel Ferguson, Aron Paramor

Meeting was called to order by JM.

Approval of minutes from previous meeting on 19/01/2021: proposed by TO, seconded by KM.

Agenda items		
Treasurer's report <ul style="list-style-type: none"> • Bank balance: £11,592.54. • Premises licence bill paid. 	Action point	Action completed by
Bar report <ul style="list-style-type: none"> • Nothing to report. 		
Action points from previous meeting		
SCIO incorporation <ul style="list-style-type: none"> • JM got in touch with the Highland Third Sector Interface (TSI) who support volunteer organisations and got advice from Jo Ford from the Skye and Lochalsh Council of Voluntary Organisations and offered to attend this committee meeting. • Jo introduced herself to the committee and stated that she is working with three other village halls in the same exact situation. She assured the committee that they are on the right track, and that OSCR will be supportive in getting the accounts up to date but will need to be asked what exactly needs done to achieve this. • It was noted that transfer of assets can be an expensive process, but SCVO (Scottish Council of Voluntary Organisations) offers free legal advice and Highland TSI can help with the constitution. • JM confirmed that if the community vote at the AGM is positive, then the Trustees shall agree to closing the organisation and solicitor can be instructed to do so. 		

<ul style="list-style-type: none"> • Questions to Jo from the committee and discussion followed: • Jo noted that the new SCIO will need to be set up before closing the organisation. The incorporation process can take about 12 weeks. Highland TSI can help with the application to give OSCR as much information as possible. • Jo noted that the community vote should be held first before submitting the application for a new SCIO. She suggested a draft SCIO constitution could be showed to the community. • Jo suggested that the first members of the SCIO can just be the Trustees (committee members), after which member recruitment can start from the wider community. • Jo confirmed no proxy voting is allowed according to the constitution, and that the quorum for the AGM is 20 and their majority vote is needed to start the dissolution. • Jo noted that the committee will need to vote to have three Trustees in before dissolution. Jo to check if a committee vote is enough to change Trustees or if any legal work is needed. • JM asked at what point committee members shall step down and be re-elected in the AGM. Jo confirmed this should be at the end of the meeting. • Jo kindly offered to attend the AGM and answer any questions from the public. She also offered help with writing the SCIO application. Jo then left the meeting. • TO asked if a minimum number of members is needed for the new SCIO. SV to check. • JM noted that the SCIO structure will require some admin work (updating members list), but that this can then be passed on to future Trustees. • JM also noted that the consequences from a 'no' vote will need to be explained to the community. • The committee agreed to put up posters around Applecross with the committee members' names for community to contact with any feedback or comments. More details about the SCIO process will be given in a newsletter posted to all Applecross households. • JM noted that the next SCIO sub-group meeting is scheduled for 13th Feb, and that anyone from the committee is welcome. 	Jo Ford	Next meeting
	SV	Next meeting
<p>General maintenance <u>Extractor fan</u></p>	JM	Next meeting
<p><u>Drainage</u></p> <ul style="list-style-type: none"> • JM reported that works would start w/b 22nd Feb. JM to look for regular updates. 	JM	-

<p>Small Businesses Grant (Highland Council)</p> <ul style="list-style-type: none"> JM reported that this fund consists of 2 grants on a 4-weekly basis: one for businesses that have had to close fully and one for businesses that have had to adapt or partly close. The Hall seems to fulfil the criteria for the latter group. No action decided. <p>Action plan for re-opening</p> <ul style="list-style-type: none"> SV to begin working on the plan. <p>New website / Photo competition</p> <ul style="list-style-type: none"> JM has contacted the winner of the competition. SV noted that the committee could continue accepting photos for the 'gallery' section on the new website. Some people who might have photos from the Hall/Applecross in general were suggested. SV noted that the domain is still to be transferred to the new website. SK to do this. 	<p>SV</p> <p>SK</p>	<p>ASAP</p> <p>Next meeting</p>
<p>Kitchen enquiry</p> <ul style="list-style-type: none"> The Big Grill Society enquired about renting the kitchen for catering / food prep: <ul style="list-style-type: none"> Friday evenings and Saturday mornings – food prep with own cooker. Once the extraction fan has been fixed, they would be interested in using the Hall cooker. Friday evenings and approx. 1hr every day (flexible times) – washing up. The committee summed up any regular times of use at the hall: <ul style="list-style-type: none"> Lunch club Wednesdays approx. 10am-3pm Any events Youth club Fridays approx. 6.30-8pm PE lessons (from August possibly) <p>The committee agreed with the BGS renting the kitchen out with these times.</p> <ul style="list-style-type: none"> The committee also discussed hire rates of the kitchen and agreed £5/hr without gas. This is to be reviewed in 2 months. 		
<p>Bookings</p> <ul style="list-style-type: none"> No bookings currently. 		

AOB

- RM suggested £10/evening hire rate for the Youth club. Committee agreed.
- TO to contact GP surgery about invoices from recent use of the hall.

TO

Next meeting

Next meeting is scheduled for 16th March 2021 at approx. 8.00pm, after the AGM at 7.00pm (Zoom). Committee members to join at 6.45pm to prepare for the AGM.

JM concluded the meeting.