

Applecross Community Hall AGM minutes

Meeting held on the 25th February 2020 at 7:30pm

Minutes taken by Millie Whistance Holmes

Present: Lynn Evans, Owen Kilbride, Saara Viitanen, Gerry McPartlin

Committee members present: Rhona McPartlin (RM), Millie Whistance Holmes (MWH), David Davidson (DD), Jack Marris (JM), Tom O'Halloran (TO), Kirsten Mackie (KM), Ishbel Ferguson (IF)

JM opened the AGM and updated those present on the past year.

- Further roles have been created in the committee. DD has taken on the role of Bar Manager, Gregor Watson the role of Buildings Manager, Caty Maclennan the role of Events Manager, and Ishbel Ferguson the role of Kitchen Manager. This past year the committee decided to split the workload within the committee, which has been positive.
- Gregor Watson and Caty Maclennan have now stood down from the committee. The committee thanks them for all their help that they have given to the community through their volunteering. We are looking to fill their positions.
- TO as Treasurer is in contact with OSCR regarding the re-attaining our charitable status and continues to work back through accounts to attain this.
- RM continues to take bookings for the Hall.
- The committee thanks Steven Brown for volunteering to renovate the stage. The committee hopes to do more in the future, but this is a great start on a slim budget.
- MWH has taken on the role of Secretary.
- Fire alarms have been repaired, and a fire risk assessment has been carried out.
- PAT testing has been carried out on all appliances in accessible areas of the Hall.
- The committee received £2,000 funding earlier in the year from the SSE/Community Council fund for repairs to the kitchen. This is still to be carried out.

Treasurer's report

- TO reported that the committee ended our financial year on 31st January and provided a summary of the accounts. It is not really possible to compare it to previous years, as no such

summary has been made in recent years.

- Total income for the year: £14,386.19
- The bar sales are a key profitable income.
- The Applecross Duathlon generously donates to the hall yearly. The committee extends its thanks to Gerry MacPartlin.
- A wedding brought in an income of £400.
- Oil is a big expense.
- The full Treasurer's report can be found at the end of this document.
- TO stated that OSCR needs accounts dated back from 2014 for the Hall to gain back its charitable status, and that this should be possible in the next few months.

Audience questions

- Owen Kilbride asked what is required for the Hall to gain its charitable status back. TO replied that OSCR need to see older accounts made up, including evidence from invoices and records of payments.
- Saara Viitanen asked if the committee has any more information about the community minibus. JM replied that as far as the committee are aware, the minibus is owned and operated by a separate minibus committee and has no financial attachments to the Hall committee.
- Lynn Evans asked whether the glass recycling area should be moved to another location, as the bin lorries have been damaging the car park surface. The committee agreed to look into options for relocation and have quotes for repair of the car park, but our finances are limited.

Bar report

- DD reported that the Hall has a new card machine that can take contactless payments. However due to poor wi-fi connection, the committee is thinking of moving the router from the small hall to the big hall.
- DD handed over £850.50 from recent bar sales to the Treasurer.

Re-election of committee members

As per the Deed of Trust, all committee members step down at the AGM and may be re-elected.

- The following committee members wished to rejoin the committee and received majority votes in agreement: KM, DD, TO, IF, RM, JM, MWH.
- Lynn Evans offered to help the committee in the future.
- Saara Viitanen offered to help with any advertising/marketing.

AOB

- Bookings: 20th March booked for a Diabetes strupag, 10th April booked for the Easter fair.
- Suggestions were made about having a 100 club again. The committee could ask local businesses to donate prizes.

AGM closed.

Full Treasurer's Report AGM 25th February 2020

The Applecross Community Hall's financial year ended on the 31st of January 2020. I chose this arbitrarily as there were no accounts attached to last year's AGM and figured it had to be set somewhere!

Income from all sources was £14,386.19. Bar Sales continue to be a great source of income. This is key to the hall's financial sustainability. Hall hire sat at £2,862.40 and will be nice to track that in future years. It is worth noting that the Donation of £3,000 from the Community SSE fund has kept our books looking quite rosy.

Utilities such as water, electricity, and oil are our major expense at £3,388.13. While the Fire bill sits at £232.08 there are some accounts payable due in February that will change this in the next financial year. Maintenance work of £1,193.76 was carried out – drainage, door repairs etc. Cleaning continues to be a major expense, but a necessary one.

There are significant accounts due / paid after the year end cut off date. Accounts payable of £2,068.21 have been paid in February – courtesy of a large fire compliance bill. We also have a fire risk assessment coming up which will cost £900, and significant costs owed for electrical certificates and PAT testing which we believe to be legal requirements. These expenses all put the hall in some financial risk. The sheer cost of legal compliance is a major challenge.

I believe that to meet these compliance requirements as well as much needed maintenance costs (fixing car park circa £3,500) we need to open up a new stream of revenue. I am hopeful that in the summer we will have more regularly scheduled nights where money from the bar can be earned. I also think it is worth approaching the Community pot as being a highly worthy cause. The developers of the new hydro at Calla Kille will also be donating £5,000 per annum for community benefit. Could this not go straight to a friendly local hall?

I am in negotiations with OSCR about regaining the halls charitable status. They require audited accounts from 2014 onwards to do this. However they seem to be able work with years of bank statements and am hopeful of getting through this in the next month or so. The chair / previous treasurer has thankfully organised us onto internet banking which was a hugely frustrating endeavour I'm sure. However we are able to access this now and monitor payments far easier.

Tom O'Halloran
Treasurer

Profit and Loss Account as of 31st January 2020

<u>Income:</u>			
Hall Hire			2,862.40
Bar Sales		12,199.39	
Less Cost of Sales:		4,881.73	
Bar Profits			7,317.66
Donations			3,050.00
Phone Box			32.20
Duathlon			1,123.93
			14,386.19
<u>Less Expenses:</u>			
Utilities			3,388.13
Fire			232.08
Cleaning			2,618.22
Rates			1,592.50
Insurance			1,730.44
Duathlon Expenses			871.78
Miscellaneous			742.72
Maintenance			1,193.76
			12,369.63
Net Profit			2,016.56

	Total	Miscellaneous	Cleaning	Rates	Fire	Utilities	Insurance	Pub	Duathlon	Maintenance	Bar Supplies	Brewery	
10/02/2018	1,738.50						1738.5						Chq 010843 Insurance Zurich
05/01/2019	2,080.00		2080										Kate Cameron Cleaning chq no 010849
Total	3,818.50		2,080.00				1,738.50						
06/02/2019	77.15					77.15							BT phone DD
23/04/2019	438.51					438.51							business stream water chq 010854
15/02/2019	18.00							18					Lemonade for skiff night
15/02/2019	86.00					86							Hydro Electric DD
10/03/2019	280.00		280										Kate Cameron Cleaning chq no -010810
15/03/2019	86.00					86							Hydro Electric DD
18/03/2019	783.00									783			Neil Pirie paid by chq no 010850
21/03/2019	17.50	17.5											Keys cut, repaid Rona in cash
21/03/2019	81.00	81											Katie bar training personal licence and premises manager paid with cash
27/03/2019	70.00	70											Plate warmer chq no 010851
03/04/2019	18.76	18.76											Work book for staff of licensed premises - cash Blackwells
04/04/2019	4.99	4.99											Alcohol refusal book - cash?
10/04/2019	30.00	30											Training books for the bar
15/04/2019	86.00					86							Hydro Electric DD
18/04/2019	1,730.44						1730.44						Insurance chq 010853
19/04/2019	345.00		345										Louise HW DD
25/04/2019	96.92					96.92							BT line rental Mar - June
01/05/2019	144.00				144								Logic Alarm maintenance chq no 010855
01/05/2019	94.50	94.5											A J Brown Gas chq no 010856
01/05/2019	74.88											74.88 chq no 010858	
01/05/2019	86.40												86.4 chq no 010857
06/05/2019	136.97	136.97											PPL and PRS Music license chq 010859
08/05/2019	240.00		240										Louise 002 chq 010860
09/05/2019	96.92					96.92							BT phone DD
15/05/2019	86.00					86							Hydro Electric DD
14/06/2019	24.00	24											Paid as £24 cash
17/06/2019	86.00		240			86							Louise 3
17/06/2019	86.00					86							Hydro Electric DD
25/06/2019	230.40												230.4 Chq 010861
30/06/2019	310.93						310.93						Drinks for sale, paid with cash
15/07/2019	86.00					86							Hydro Electric DD
19/07/2019	1,155.83					1155.83							Scottish Fuels - chq no 010876
24/07/2019	100.44					100.44							BT phone
27/07/2019	422.40												422.4 Cheque was written to wrong name, reissue - Original chq no =010873 - Reissued chq = 010878
28/07/2019	2,971.60						2971.6						Games - need invoice from Judy for this amount?
31/07/2019	88.08				88.08								Chubb fire - extinguishers chq 010871
01/08/2019	796.50			796.5									Highland Council Rates DD
07/08/2019	100.44					100.44							BT phone DD
08/08/2019	390.00		390										Louise 4
15/08/2019	86.00					86							Hydro Electric DD
22/08/2019	331.56								331.56				Finky works chq number 010874
24/08/2019	115.20												115.2 Cheque was written to wrong name, reissue - Original chq no =010875 - Reissued chq = 010879
11/09/2019	20.00	20											Applecross croft flowers for outgoing chair - cash
12/09/2019	300.00		300										Louise 5
12/09/2019	245.00	245											Annual premises license fee 010877 to post office
16/09/2019	86.00					86							Hydro Electric DD
08/10/2019	137.72		43.22			94.5							All Brown - paid in cash - 94.50 gas - 43.22 cleaning products Louise
15/10/2019	86.00					86							Hydro Electric DD
31/10/2019	22.80									22.8			izettle merchant costs
01/11/2019	796.00			796									Highland Council Rates DD
04/11/2019	269.00									269			Apple ipad for bar
07/11/2019	100.92					100.92							BT phone DD
13/11/2019	72.00							72					2 x bottles Gin chq no 010862
15/11/2019	86.00					86							Hydro Electric DD
29/11/2019	79.20								79.2				Paint bought for the stage - flints chq no 010863
01/12/2019	871.78								871.78				Hydro Electric DD
16/12/2019	86.00					86							Hydro Electric DD
16/12/2019	197.22									197.22			Tesco supplies for Bar
19/12/2019	780.00		780										Louise chq 010864
31/12/2019	90.90									90.9			Tesco supplies for Hogmanay
06/01/2020	94.50					94.5							All Brown gas chq no 010865
15/01/2020	86.00					86							Hydro Electric DD
Total	17,251.36	742.72	2,618.22	1,592.50	232.08	3,388.13	1,730.44	3,372.53	871.78	1,193.76	579.92	929.28	
04/02/2020	80.00									80			KM Grant work at the hall
04/02/2020	1,794.28					1794.28							Logic Alarms paid internet banking
07/02/2020	107.93					107.93							BT phone DD
08/02/2020	86.00					86							Hydro Electric DD
Total	2,068.21					1,794.28	193.93				80.00		
													= Cash Payments