

# Applecross Hall Committee meeting: 27 January 2026, 7:00pm

## Meeting Minutes

Generated by Fellow AI Meeting Note Taker, reviewed by the committee.

Present: Anne Macrae, Rhona McPartlin, Elodie Matthews, Holly Wood, Katy MacLennan, Agnes Rymowicz, Ishbel Ferguson

Apologies: Barbara Gilies, Christian Burgin

## Topics

### 1. Treasurer Position and Financial Administration

- Christian is considering taking a break from his treasurer duties. In the interim, Rhona has been listed as temporary treasurer with the bank, and Saara has offered to take on some of the work, though officially it needs to be a committee member.
- Now that the SCIO bank account is in place, the committee needs to submit accounts to formally close the old charity. Christian has put them in touch with an accountant called Adam who has agreed to help with the accounts submission.
- The committee discussed potentially advertising for a volunteer treasurer. A list of treasurer duties will be created to attach to any post seeking volunteers, with the possibility of paying an accountant for annual accounts while handling routine tasks internally.
- The committee noted that invoices still show the old bank account details that need updating. Saara offered to make these changes to reflect the new bank account information.
- It was clarified that an accountant would handle auditing, while bookkeeping and invoicing tasks would be managed internally. Rhona offered to continue handling invoices and payments after the SCIO transition completes.

### 2. Hall Events and Bar Operations

- The bar was reported to have been busy and profitable during recent events. The Christmas dinner was particularly successful with attendees purchasing extra bottles of wine, and the film night was also well received.
- Both the Senior Citizens Dinner and the Hogmanay dance proved very profitable even after deducting costs. The bar was identified as the hall's biggest fundraiser, with good volunteer participation during the Christmas period.

- An Italian-themed community games night is scheduled for this Friday, featuring vegetarian lasagna made by Marion and pizza from Caty. It will be a family event with bar service.
- The Senior Citizens Dinner received positive feedback, especially about Amy's singing and the band, showcasing the wealth of local musical talent available for hall events.
- The lunch club is planning a Burns Supper theme for tomorrow, and they will send an invoice for their travel expenses afterwards.

### 3. Upcoming Bookings and Entertainment

- Judith from the Inn is willing to be the contact person for performers, though accommodation will be at the performers' own cost, and they may need contact details for local places to stay.
- The Black Rock Ceilidh Band is confirmed for the duathlon on 19th September 2026, while bluegrass musicians are provisionally booked for Saturday 24th October 2026.
- The committee needs to explore options for musicians or bands for other events.
- The hairdresser and Mairi the manicurist are coming back to the hall.
- Gaelic Week will take place at the end of February, with Gaelic now officially recognised as an official language. The Bealach group plans to host an event during this week.

### 4. Wedding Booking and Hall Policies

- There had been an enquiry about using candles for her upcoming wedding at the hall. After discussion, the committee confirmed their policy of not allowing real candles due to safety concerns. The committee clarified that only battery-operated candles are permitted for events.
- The committee acknowledged that the wedding booking is a significant event for the hall this year. They briefly discussed the need for improvements to make the space more suitable for such functions.

### 5. Hall Usage and Booking Procedures

- It has been observed that some people are using the hall for pickleball and other activities without formally booking or paying, while others are paying £10 per hour for their bookings.
- Concerns were raised about insurance coverage and safety risks when people use the hall without booking, as no one knows who is in the building in case of emergencies.
- The committee agreed that while they want to encourage hall usage, they need to know who is using the space for cleaning and scheduling purposes, and will remind users tactfully.

- The committee discussed requesting users to place donations in envelopes indicating which group was using the hall, to better track usage and ensure appropriate contributions.
- The committee discussed cash handling procedures, with a request to pay amounts for different events separately and write the event name on each receipt.

## 6. Maintenance and Repairs

- Duncan has been working on the 'lollipop fence' despite challenging weather conditions, and the committee needs to follow up with him about completion.
- Duncan has ordered replacement roof tiles after some were damaged in the recent storm, with tiles having flown off and smashed in the car park area.
- The car park experienced unusually severe flooding, possibly due to a combination of snow clearance for a funeral and ground disruption from play park works.
- Stuart helped by emptying buckets of water from the flooded areas of the car park. The recently received £10,000 funding from Dochas will help cover these maintenance costs.
- The handrail is in very poor condition and needs repair. Duncan suggested speaking to Cameron Thompson to see if he could fix it, as Cameron has relevant skills for this type of work.
- Barbara has arranged for Malcolm Fraser (Achmore Heating) to conduct an annual safety check in February. He will email his invoice afterwards which will need to be paid promptly.

## 7. Administrative Matters and SCIO Transition

- The committee confirmed there's a limit of about 9 people who can serve on the committee, with space still available for additional members who might want to join.
- The hall needs to notify Morrisons that its trading name and bank details have changed. This may require restarting the process, and Saara will contact Finn to determine necessary steps. A purchase order number needs to be requested from Finn for the next six months of car park usage by Applecross Community Hall.
- Issues with the front door key were discussed, with some members having difficulty locking up. It was noted that the key requires a specific technique - inserting it and then pulling it out slightly while turning.
- The lawyer has advised that the transfer should be concluded in January. A disposition document will need to be signed by all SCIO trustees (Barbara, Rhona, and Ishbel).

- The committee discussed the document signing logistics, agreeing that Barbara can sign separately and post her copy, while Rhona and Ishbel can sign the same document. However, they noted the document is not yet available.

#### 8. Cleaning and Supplies

- Discussion about cleaning services and invoices revealed that Suzanne submits monthly invoices for cleaning. Barbara had paid the last one, but going forward Suzanne will contact Rhona directly with her invoices.
- Saara will now be the point of contact for ordering cleaning supplies and toilet paper from McGregor's. The committee noted more dishwasher detergent will be needed soon and recommended ordering two containers.
- The committee discussed the poor condition of some chairs in the hall, noting they are torn and looking grotty. There was interest in getting new chairs if additional funding becomes available, particularly for events like weddings.

#### 9. Sports Pitch and Facility Coordination

- Ros from the sports pitch committee had contacted the hall about using toilets, showers and parking facilities during pitch events. Discussions included potential payment arrangements such as an annual fee versus per-use donations.
- Agreement that good communication is essential between the sports pitch and hall, with hall events taking priority if scheduling conflicts arise. The pitch is expected to be ready by autumn at the earliest.
- Suggestion to nominate a specific contact person from ASWA (Applecross Sports and Wellbeing Association) to improve direct communication and avoid conflicts, particularly for larger events where capacity would be an issue.
- The sports pitch will have its own storage facilities (shed or trunk) for equipment, so they won't need to store items in the hall. Regular coordination meetings were suggested once operations begin.

#### 10. Community Facilities and Events

- Nearly £3,000 remains available from the mental health grant, which currently supports youth club, football, shinty, and could potentially include pickleball activities.
- The spending spreadsheet for tracking expenditures is available in Google Drive, and Saara offered to update it if provided with spending information.
- The committee will monitor potential funding opportunities.

#### 11. Playground Installation and Other Updates

- Contractors have finally arrived to install the playground equipment from Highland Council. A team has been working on the installation but it's not yet safe for use as they still need to complete various tasks.
- Remaining work includes laying rubber matting, putting down earth, turf and grass seed, and renewing the fence. The area around the container still looks messy but they hope it will be ready by March.
- Plans include more grass space around the outskirts and adding a Wendy house and sand pit once the main installation is complete. The basket swing and carousel are intentionally not fully installed yet for safety.
- After previous uncertainty, it was confirmed that their event would remain on the September long weekend for this year at least. The date is now set and being advertised on the site entries calendar.

## 12. Gaelic Week and Community Activities

- It was proposed to organise a football trophy event during Gaelic Week with teams divided between residents north and south of the hall (“Uppies and Doonies”).
- The format was inspired by similar events in Shetland and Shieldaig where they had a “fireside football” tradition. The event could involve three-side or four-side matches for children, adults or mixed teams.
- The concept could expand beyond football to include other activities like chess or pickleball, with points awarded to north or south teams. The hall could serve as a venue for side activities and presentations.
- Saara has updated the website with Gaelic editions. The committee discussed looking into funding from Bord na Gaelic for bilingual internal hall signage, potentially coordinating with the Bealach group.
- There was a brief discussion about whether the solar panel had been moved to the container, but no one present could confirm if this had been done.

## Action Items

- Saara to update invoices to show the new bank account details instead of the old one.
- Saara to email Finn to determine what needs to happen to update Morrisons about the hall's trading name and bank details changes.
- Saara to request purchase order number from Finn Broderick for the next six months of car park use.
- Committee to contact DJ about badminton sessions to confirm if they're still active, and remove them from the calendar if not happening regularly.

- Committee to get in touch with Ros about pickleball sessions to clarify payment/booking procedures and whether they qualify for the children's fund.
- Committee to arrange a meeting with Lauren Fraser to discuss her wedding plans and hall viewing request
- Duncan to speak to Cameron Thompson about repairing the hall handrail which is in poor condition.
- Committee to advertise for volunteers for the upcoming Celtman event.