

Applecross Community Hall Committee Meeting 19th March 2019 19:30
Minutes (unapproved)

Minutes taken by Saara Viitanen

Present: Katie Tully (KT), Saara Viitanen (SV), Jack Marris (JM), Tom O'Halloran (TO), Rhona McPartlin (RM), Katy MacLennan (CM), Carolyn Littlewood (CL), Marion Clarke (MC), Gregor Watson (GW), Ishbel Ferguson (IF), Donald Ferguson (DF) (Trustee)

- Minutes from previous meeting on 19th February 2019 approved. Proposed by RM, seconded by TO.
 - Amendments to minutes from meeting on 15th January 2019 approved. Proposed by KT, seconded by RM.
 - It was agreed that from now on 4 committee members are needed to approve minutes via email. Approved minutes to be published on website and link to be posted on Facebook. A copy of approved minutes will also be published on the noticeboard inside the hall.
 - CL continues as a committee member.
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Item 1: Treasurer's Report

- JM has banked £1830 cash and is working on mandate to change signatories for bank account. JM received more bank statements from previous years from Rory Cameron and an invoice from Kate Cameron for 7 weeks of cleaning in 2019. The committee has received no invoice for £2080 that went out of the bank account 22nd January 2019 to Kate. The committee will ask Kate for an invoice for this.
 - RM: Received payments from PAS, the playgroup and band that use the hall for practice. Invoice from Neil Pirrie has been paid for repairs in the hall. The school pays for their use of the hall at the end of each term.
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Item 2: General Maintenance

Fire alarm

- KT phoned Chubb and they informed that they have no existing service contract with us. KT also contacted Logic who will come to do a general initial assessment including checking fire alarms and fire exits. This will cost £60/hour.

Electric check

- KT contacted Scott Fraser who informed that he does not work as an engineer anymore. Scott recommended Cameron Taylor in Lochcarron for checking electrics in the hall. KT is waiting to hear back from Cameron. Some fluorescent light bulbs need changed in the main hall and lounge. JM raised that the committee could look into funding possibilities for getting standard lights installed in the place of fluorescent lights, as they might not be the best option to have in the hall for all uses.

Back door

- KT: Neil Pirrie fixed the back door, its sealant, fire bar, and floor around it. He also repaired the door handle on the lounge door. He put the old lino back by the back door, but suggested that the lino is cut off, the new floor sealed, and a carpet that absorbs water is installed by the door. This would hopefully prevent problems from rainwater that is brought in when people use the door and risk of slipping. No action decided.

Drainage

- KT: Donald Mackenzie to do 1½ days of work to drill drainage holes at the back of the hall, check for any issues with existing drainage, and if needed extend the drainage system.

Stage lighting

- Derek MacLennan has put together a document detailing his suggestions to improve the acoustics of the hall and stage. This was read by committee. Derek suggests bass traps (fixed structures) to go on stage corners and acoustic panels on the stage walls and ceiling. The existing acoustic panels on the hall ceiling don't work as such, they are just made to look like acoustic panels. Suggestions would cost around £1000 altogether.
- JM: Sean Kilbride has also given suggestions on improving stage lighting and acoustics. The stage lights aren't controllable due to no working lighting desk. Sean also suggests new stage curtains mainly for a more professional look. KT and RM: New curtains would be ideal for use of stage for drama for schoolchildren and to attract other drama groups. Stage walls would ideally be blackened with curtains. KT: Possibility for fundraiser.
- No action decided.

Heating

- KT: heating has been left on by some users. Users have turned heating on full to heat the hall faster, but it's not useful. Need to order more oil for heating soon. RM suggested putting up a visible note to remind users to turn heating off after use. It was agreed that all users need to sign a document (to be created) on hall rental rules before use.

Cleaning

- KT: Louise Pond has started cleaning the hall on a self-employed basis. Rate of pay £15/hour, 4 hours/week. Louise will invoice monthly and supply own cleaning products. RM suggested that hall windows should be cleaned.

Item 3: Bookings

- Applecross Round the World Talk by Jenny Graham 29th March. Gerry MacPartlin is raising money for Mencap and will get door takings. Bar open, proceedings go to the hall.
- Chris Sesar and Gill Halliday concert 10th April. Hall will take £10/hour for expenses (heating, electricity, etc).
- Lunch club Strupag 12th April
- Easter Market 19th April. CM to make posters. Possible fundraiser for hall.
- Wedding 4th May. The committee will need to receive the key from Rory Cameron to the container at the back of the hall before this.
- Dementia Strupag 11th May
- Ceilidh 31st May. Possible fundraiser for hall.
- Hungry Town in August (TBC)
- Potato Five concert 30th August

Item 4: Outstanding Business

Funding

- KT applied for £5000 from the SSE/Community Council fund, waiting to hear about decision.

- KT raised the Applecross Trust's Community Pot (£170,000). TO suggested emailing the Trust to ask about applying for this. KT to email Trust and Catherine Mackie.

Banking

- KT phoned Bank of Scotland. KT and JM to be signatories, need to get signatures for forms from Rory Cameron and Sean Kilbride. After this KT and JM will aim to get a debit card and access to online banking.

Correspondence

- KT changed the hall correspondence address to the hall's address with the Highland Council and SSE, needs to contact BT and Scottish Fuel.
- Insurance for hall was £1707 for last year. Insurance is due to be renewed on 1st April. KT has asked around for quotes. Zurich is one of the only companies to insure a licensed premises. Insurance will include public liability and contents (including bar). Quote from Zurich is about £1700. KT suggested organising a fundraiser.

Premises Licence and Premises Manager

- KT has received a Personal Licence and will send off Premises Manager forms soon. It was agreed that KT can claim costs back for these.
- KT to apply for a temporary licence for the concert on Wednesday 10th April.

Rental Rules

- RM happy to continue to be responsible for hall bookings.
- KT suggested creating a rental rules booklet for all hall users to read and sign before use. KT will make copies available in the hall and GW suggested emailing copies to users too.

Rental prices

- KT suggested a £15/hour cleaning fee for non-charitable event bookings (eg. weddings). MC suggested instead a cleaning deposit (£100). This was agreed.
- GW raised if the hall rental prices could be raised. TO suggested the possibility to organise fundraisers instead. GW suggested to raise prices for commercial groups using the hall. This is to be discussed in the next meeting.
- KT said the master switch has been left on by some hall users.
- GW suggested the possibility of a phone app for controlling heating for the future in case users forget to turn heating down.
- KT suggested opening hours for the hall to be generally 9am-midnight.

Bar

- KT confirmed with the licencing board that there is no issue with moving the fridge to the bar. The bar is also entitled to use real glasses, but if licencing hours are past 1am then need to use plastic cups from 9pm. KT suggested no single use plastic at the Applecross Games and future events.
- KT: possibility to charge for bar hire for larger events. TO and KT suggested the possibility of a higher rental rate for larger events if no bar service. No action decided.
- KT said the hall can extend licenced hours if needed via a form to the licencing board. Guests are allowed to bring their own alcohol to the hall outside licenced hours. KT will check with the licencing board if this is permitted within the licenced hours. GW to research the practice of other local event venues.

- KT raised that more people need to be trained for bar service. No action decided.
- RM suggested raising the price of drinks. KT suggested a 50p raise to drink prices. This was agreed. GW and CL suggested purchasing higher quality wine for the bar. This was agreed.
- KT raised that it should be looked into if the bar fridge could be left on without the master switch left on, as now the master switch turns off the bar fridge, too.

Facilities

- KT phoned the Highland Council about recycling bins in the car park, waiting to hear back. Campers use the hall's commercial bins and the bin lorry is damaging the car park surface. IF suggested a lock on the bins. GW mentioned that a lock would also prevent rubbish from flying out of the bins in high winds. JM pointed out a document he received from Rory Cameron that mentioned the hall getting two bins for free. IF said they are not enough as they are too small.
- KT suggested the possibility of campers using showers and toilets for a small fee. TO and JM mentioned successful examples on Shetland and in New Zealand. KT mentioned the risk of campers dumping chemical toilets. No action decided.

Keys

- KT suggested that committee members should have keys for the hall. RM to get extra hall keys cut for the committee. KT mentioned it is unclear who has keys for the hall, and that the keys are sometimes handled irresponsibly (eg. left in the front door). IF said too many people have keys to the hall. TO raised that some front door keys do not work properly.
- GW suggested a keypad for the front door in the future. KT suggested a keybox to be installed by the door to begin with. No action decided.

Cleaning

- KT suggested if users want to clean the hall themselves after events, they should include main hall and kitchen and take the bins out. IF suggested they should also include toilets. MC said users should also report any faults. CL asked if the bins will be locked, how indoor bins can be emptied. KT suggested that in this case indoor bins are emptied and left by the door, and a committee member with a key for the bins will take bins out.
- KT raised the outdoor ashtray will need cleaned. GW raised that the ashtray might have to be moved if the future toddler playgroup area will be placed there.
- TO suggested that the rules booklet includes a rule on leaving the stage and backstage as the user found it.

Policies

- KT: insurance requires policies on drugs, children and animals in the premises. It was agreed that a strict no drugs policy is adopted. For children policy, adults working with children in kids' clubs need a police check. It was agreed that animals are not preferred inside the premises.

Website

- JM's friend Nathan designed and runs the hall website. JM: Nathan might be owed money for domain costs as discussed in previous meeting.
 - KT: committee needs access to edit the website. JM suggested Nathan might ask for a small fee to edit the website, or alternatively Nathan suggested if a committee member can code and edit the site that way. JM to discuss charges with Nathan.
 - KT asked the committee to suggest any changes to the website at next meeting.
 - KT, RM and TO suggested adding promotional material of events and clubs on the website.
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Item 5: New Business

Constitutional Issues

- KT noted that in the Constitution it states:
 1. A third of the committee is needed to be present at meetings to make decisions
 2. No committee member can hold two office positions at once
 3. No committee member can hold office position for more than 3 years

All was considered by committee as appropriate.

- Rory Cameron has expressed his willing to re-join the board but not be present at meetings. Committee did not agree to this.
- Committee nominated new Vice Chair. RM proposed Tom O'Halloran (TO). KT seconded. Tom O'Halloran was named as Vice Chair.
- IF asked for more copies of new version of the Constitution to be distributed to committee. KT to look into this.
- KT suggested that committee member names are updated in the Constitution, and a note that committee members need to attend at least every third meeting to stay on the committee is added. KT to find out costs for this.

Minibus

- JM: Rory Cameron said the minibus is a separate entity from the hall committee but has the same Trustees, and recommended it is kept that way for financial reasons. The minibus has a separate bank account. JM agrees with Rory. JM said there might not be an organised committee for the minibus at the moment. IF said there was not enough members in the minibus committee in the past.
- RM noted that funding applications need proof of high use of minibus. TO said the minibus is in bad condition and a better one is needed if the bus is to be used more than at the moment.
- IF and RC suggested the possibility of renting the minibus out to groups. KT noted that the policies on the use of the bus for charities prevent taking a payment for the use of the bus. JM suggested acquiring a commercial bus permit, but CM noted it has been very expensive in the past.
- KT to find paperwork and owner details of minibus. TO suggested an investigation on if the hall committee can own the minibus in co-operation with Rory Cameron and how more drivers can be recruited. TO to look into setting up a sub-committee for minibus. Committee to look into details on minibus use and to discuss at next meeting.

Car parking

- KT raised that space for car parking at the hall is inadequate. KT to look into the possibility of extension of car park at the back of the hall.

Hall spring clean

- KT and SV suggested combining a spring clean with a car boot sale open for all to also raise money for the hall and/or the playgroup. TO suggested April holidays for this. GW suggested that a tipper is brought in for people to get rid of old items.

Hall decoration

- Committee will discuss this in future meetings.

AOCB

- Toddler playgroup area project will be discussed at next meeting.
- KT: Council rates bill is due 1st April.
- KT: New mandate from the Highland Council for commercial gas use. The hall kitchen gas connections have failed a check. IF said the extractor fan hood in the kitchen also failed a check. Fraser Gilchrist has been contacted to come up to check the kitchen machinery. MC suggested purchasing an electric stove, but there is not enough power available and an electric stove is more expensive to purchase than gas (KT). KT suggested also purchasing a warming cupboard for kitchen if SSE/Community Council funding comes through and is enough.
- KT suggested organising “Applecross Has Talent” event as a fundraiser for hall in summer and a pantomime at Christmas. TO said schoolchildren might want to get involved.
- RM raised that there is a sign for the hall and it needs to be put up. KT to talk to Duncan McCowan about this.

Next meeting is scheduled on Tuesday 16th April at 19:30.

The meeting was concluded by KT.