

**Applecross Community Hall Committee Meeting 22/10/2019 at 19:30  
Minutes**

Minutes taken by Saara Viitanen

Present: Saara Viitanen (SV), Jack Marris (JM), Ishbel Ferguson (IF), Gregor Watson (GW), Tom O'Halloran (TO), Zoe Russell (not a committee member), Chris Ward (CW, on behalf of the Helipad group)

Apologies: Caty MacLennan (CM), Rhona McPartlin (RM)

Meeting was called to order by JM.

Minutes from previous meeting on 17/09/2019 approved. Proposed by JM, seconded by TO.

<b>Helipad</b>	<b>Action point</b>	<b>Action completed by</b>
<ul style="list-style-type: none"> <li>• CW gave some background to the Helipad project and asked if an illuminated windsock could be put up on the hall gable end. Committee agreed.</li> <li>• CW suggested the Helipad group could make a donation to the hall funds in exchange of this. JM suggested that another electricity job could be combined with the connection of the windsock light instead. GW suggested that perhaps electricity could be installed in the container. No action decided.</li> </ul> <p><b>Treasurer's report</b></p> <ul style="list-style-type: none"> <li>• TO reported that JM and TO now have access to online banking and JM has a debit card.</li> <li>• Current bank balance £9113.80. TO to deposit cash more regularly.</li> <li>• TO and JM have gone through receipts and invoices. More thorough reconciliations needed. Need to register as a charity with OSCR once accounts are up to date for more funding opportunities and transparency.</li> <li>• JM received cash from badminton group and bar.</li> <li>• TO to be in charge of invoicing. TO to ask RM for all invoices.</li> <li>• TO to be a point of contact for hall cleaner.</li> <li>• Committee discussed provision of cleaning liquids and equipment, storing them, and other arrangements related to the hall cleaning. A discussion is to be had with hall cleaner.</li> </ul>	<p><b>TO</b></p>	<p>Next meeting</p>
<p><b>Action points</b></p> <p><b>Bar</b></p> <ul style="list-style-type: none"> <li>• David Davidson agreed to be premises manager and bar manager. Application submitted to the council.</li> <li>• David and JM tidied the bar and container.</li> <li>• JM had researched card machines and found the best deal to be iZettle who charge 1.75% of every</li> </ul>		

<p>transaction. iPad (around £250) and card reader (£20) need to be purchased. iZettle application on iPad acts as a till system and can track stock. Wifi signal strong enough in the bar. David to set this up. Committee agreed purchases.</p> <ul style="list-style-type: none"> <li>Bar stock selection to be reduced, but some selected additions to be made for locals. David to organise.</li> </ul>	<p><b>JM</b></p>	
<p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>SV and JM advertised on Facebook page and contacted those interested.</li> </ul>		
<p><b>Invoice</b></p> <ul style="list-style-type: none"> <li>SV received invoice from Inn for some drinks purchased for the bar.</li> </ul>	<p><b>TO</b> to pay</p>	<p>Next meeting</p>
<p><b>Christmas dinner</b></p> <ul style="list-style-type: none"> <li>About 10-12 volunteers needed for setting up and serving food. TO and JM to discuss event with CM. SV to advertise on Facebook page and email CM.</li> </ul>	<p><b>TO, JM, SV</b></p>	<p>13<sup>th</sup> Dec</p>
<p><b>General maintenance</b></p> <ul style="list-style-type: none"> <li>Plans to get flycatcher and outdoor sensor lights fixed in the next week.</li> <li>Gas cooker – various workmen to fix. Timetable to be established in the next week.</li> <li>Robert Macrae to look at kitchen equipment and give suggestions.</li> <li>Fire alarm – quoted around £1,500 to fix. Logic coming in on 30<sup>th</sup> Oct to do this.</li> <li>Damp patch – various people have had a look. It has not become worse and may be due to storms. Committee will look again in future.</li> <li>New sign – to be put up in the next week.</li> <li>Concertina door – attempt to fix in the next week, quoted around £500 to fit a new door. Other possible options suggested: a piece of plywood or a slide door.</li> <li>Drainage – will be looked at again in the next week. Possibility to cut a new channel under the gravel on the car park. JM to also get a quote for fixing potholes on car park.</li> <li>PAT testing – GW to get a quote. Possibility of committee members to get training for this and purchasing a testing machine in the future.</li> <li>Games water container – needs taken indoors/covered to avoid damage from sunlight. GW to contact Games committee.</li> </ul>	<p><b>JM</b></p> <p><b>GW</b></p> <p><b>GW</b></p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>

<ul style="list-style-type: none"> <li>• Container – has Games chairs in. GW to investigate if they could be put up in the loft. IF suggested purchasing another container.</li> </ul> <p><b>New noticeboard</b></p> <ul style="list-style-type: none"> <li>• After discussion on different options, committee will investigate the option of purchasing a magnetic board to be put up on the existing poles.</li> </ul> <p><b>Commercial bins and locks</b></p> <ul style="list-style-type: none"> <li>• Committee agreed on ordering a commercial recycling bin with a lock and keeping general waste bin as is for now.</li> </ul>	<p><b>GW</b></p> <p><b>SV/JM/GW</b></p> <p><b>GW</b></p>	<p>Next meeting</p> <p>Next meeting</p>
<p><b>Bookings</b></p> <ul style="list-style-type: none"> <li>• Online calendar up to date.</li> <li>• 2<sup>nd</sup> Nov – Halloween party. TO to organise something with the schoolchildren, SV to look into decorations and beverages.</li> <li>• 25<sup>th</sup> Oct – Ceilidh</li> </ul>	<p><b>TO</b></p> <p><b>SV</b></p>	<p>2<sup>nd</sup> Nov</p> <p>2<sup>nd</sup> Nov</p>
<p><b>Rental rules and prices</b></p> <ul style="list-style-type: none"> <li>• TO did some research on other halls and their practices. Agreed a deposit of £100 for bigger events (eg. weddings).</li> <li>• Rules to include capacity, extra charges if heating is left on unnecessarily, and the liability of the hall users.</li> <li>• TO to write terms and conditions for hall users.</li> </ul>	<p><b>TO</b></p>	<p>Next meeting</p>
<p><b>Sound and stage improvements</b></p> <ul style="list-style-type: none"> <li>• Committee agreed to paint the stage walls, ceiling and floor matte black and turning stage curtains around to make performances and lights look better as per suggestions from a professional. SV, JM and TO to paint.</li> <li>• Committee agreed to purchase bass traps (around £400) for better acoustics on stage as per suggestions from Derek MacLennan. It was decided not to put insulation under the stage to better acoustics at this point due to possible big expenses.</li> </ul>	<p><b>SV, JM, TO</b></p> <p><b>JM</b></p>	
<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>• Committee approved of the use of the hall by fire crew in the case their station becomes unavailable as requested by Scottish Fire &amp; Rescue Service.</li> <li>• Applecross Community Company community E-bikes now stored at hall. Possibility of setting up a hydro sourced E-bike charger was briefly discussed. No action decided.</li> </ul>		

<ul style="list-style-type: none"><li>• JM suggested purchasing a can of spray paint (around £10) and painting parking spot lines in car park. This was agreed.</li></ul>	<b>JM</b>	
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Next meeting is scheduled for 26<sup>th</sup> November 2019 at 19:30.

JM concluded the meeting.