

**Applecross Community Hall Committee Meeting 18/08/2020 at 19:30 (Zoom)
Minutes**

Minutes taken by Saara Viitanen

Present: Saara Viitanen (SV), Jack Marris (JM), Tom O'Halloran (TO), Rhona MacPartlin (RM), Sean Kilbride (SK), Kirsten Mackie (KM)

Apologies: Ishbel Ferguson, David Davidson, Aron Paramor (AP)

Meeting was called to order by JM.

Approval of minutes from previous meeting on 21/07/2020: proposed by RM, seconded by TO.

Treasurer's report	Action point	Action completed by
<ul style="list-style-type: none"> • Bank balance approx. £14,370. • TO contacted electricity supplier and monthly direct debit amount will be changed to reflect new contract. • Logic invoice to go out. • RM to inform TO of dates when hall has been used by the coastguard. • No update on any further COVID-19 funding opportunities. 	RM	ASAP
<p>Bar report</p> <ul style="list-style-type: none"> • Nothing to report. 		
<p>Action points from previous meeting</p> <p>AppleNet connection</p> <ul style="list-style-type: none"> • SK to install connection to bar. <p>General maintenance</p> <ul style="list-style-type: none"> • AP, SK and JM have discussed main issues in the hall. • Kitchen <ul style="list-style-type: none"> - Committee agreed that commercial equipment in the kitchen is a great asset for the community, but AP to investigate kitchen equipment requirements of hall users. - The current extractor fan needs replaced. SV and RM to acquire quotes and investigate what is involved in the future upkeep and maintenance. 	SK	Next meeting
	AP SV, RM	Next meeting Next meeting

<ul style="list-style-type: none"> • Drainage <ul style="list-style-type: none"> - Existing quote (around £2,000) and initial plan for works from Donald Mackenzie. SK suggested some possible changes to the work plan. - Aim to fix issues before winter. - SK and JM to meet with Donald Mackenzie and report final plans to committee. • Quality of works <ul style="list-style-type: none"> - Committee agreed that in future, any refurbishment works needs to be supervised more closely to ensure good quality and health and safety. • Small hall refurbishment <ul style="list-style-type: none"> - No update. - RM provided a quote for new curtain materials with the cheapest option around £250 (£15/m, 16.5m needed). Committee agreed to hold off on this until the rest of the design for the small hall has been decided. 	SK, JM	Next meeting
<p>Relocation of glass recycling bins</p> <ul style="list-style-type: none"> • Various options for location were discussed, including left hand side of the main gate and near the gable end (by car park) of the hall. SK suggested that bins are put on concrete (easier to sweep glass). JM: the relocation could be combined with improvements to the car park. No action decided. 		
<p>Noticeboard</p> <ul style="list-style-type: none"> • JM to check next steps with Kevin. 	JM	Next meeting
<p>Cleaning update</p> <ul style="list-style-type: none"> • No update. JM to circulate cleaning checklist. 	JM	Next meeting
<p>Fibre internet</p> <ul style="list-style-type: none"> • No update. JM to circulate quotes. 	JM	Next meeting
<p>New website</p> <ul style="list-style-type: none"> • SV started to build. SV to update in the next meeting. 	SV	Next meeting

<p>Fire risk assessment</p> <ul style="list-style-type: none"> • KM reported that all fire alarms had been checked. Hallway exit light needs a new bulb. • KM to book official fire risk assessment with Chubb and communicate with TO about payment. <p>Trustees / SCIO (Scottish Charitable Incorporated Organisation)</p> <ul style="list-style-type: none"> • KM had investigated future option of hall becoming a SCIO. Currently, the hall is registered with OSCR as an Incorporated Charity Organisation. • Relevant points identified with SCIOs <ul style="list-style-type: none"> - Min. 3 Trustees (comparable to current ‘committee members’, can be persons or corporate bodies) - Trustees responsible for management of land and assets/operations (like current ‘committee members’) - Single or two-tier approach - Limited (financial) liability of Trustees - Relatively simple process to start a SCIO - Organisation holds land and assets (rather than Trustees) – a legal entity in itself • It was suggested that creating a new SCIO may be easier than make changes to current organisation. • SK to forward link about pros/cons of SCIOs. Committee members to review. Possible separate meeting in 4 weeks to discuss future options. • Committee agreed that community should also be consulted on this before making any decisions. Option to do this at an AGM/EGM or via newsletter. • Gerry has not heard back from solicitors about any past changes to constitution. • KM to contact OSCR for more information about SCIOs. 	<p>KM</p> <p>SK, all</p> <p>KM</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>Bookings</p> <ul style="list-style-type: none"> • Nothing to report. 		
<p>AOB</p> <ul style="list-style-type: none"> • KM suggested that in future, once some events are allowed again, an online service like Eventbrite could be used to manage numbers at events and facilitate track & trace. She also suggested 		

organising storytelling ceilidhs (no dancing or singing) over winter, if possible to do safely and within government guidelines.		
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Next meeting is scheduled for 15th September 2020 at 19:30 (Zoom).

JM concluded the meeting.