

**Applecross Community Hall Committee Meeting 19/01/2021 at 19:30 (Zoom)
Minutes**

Minutes taken by Saara Viitanen

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

Apologies: Ishbel Ferguson, Aron Paramor

Meeting was called to order by JM.

Approval of minutes from previous meeting on 20/10/2020: proposed by RM, seconded by TO.

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| <p>The November committee meeting was postponed to December. The December meeting did not have quorum so was postponed to January.</p> <p>The committee received a brief update on ongoing activities in December in place of a meeting:</p> <p>Treasurer's report</p> <ul style="list-style-type: none">• Accounts are looking healthy. TO to follow up on some invoices. <p>Extractor fan</p> <ul style="list-style-type: none">• SK received quote for replacing extractor fan. SV to circulate to committee. Another quote from another company would be beneficial. <p>Drainage</p> <ul style="list-style-type: none">• Weather permitting, Donald Mackenzie will start drainage work w/b 21st Dec at the hall car park. <p>SCIO incorporation</p> <ul style="list-style-type: none">• SV received an estimate for legal assistance with SCIO incorporation (£1,500-£2,000 + VAT and an additional fee for dissolving charity and transferring assets to new charity. SV waiting to hear back from three other companies.• SV to find out if a constitution written with a template could save costs. | | |
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| <ul style="list-style-type: none"> SV to organise hall to join SCVO (Scottish Council of Voluntary Organisations). The membership is free and will include free legal advice. | | |
| Agenda items | | |
| Treasurer's report <ul style="list-style-type: none"> Bank balance: £12,376.28. TO flagged up that the Highland Council's Small Businesses Grant has reopened. JM to find out if the hall would be eligible to receive a grant. | Action point JM | Action completed by ASAP |
| Bar report <ul style="list-style-type: none"> Nothing to report. | | |
| Action points from previous meeting | | |
| General maintenance <u>Extractor fan</u> <ul style="list-style-type: none"> SK received an estimate from Macdonald & Son for replacement of the kitchen extractor fan (£3,911 + VAT, plus £224 for an internal light). A visit from the engineers is needed for a more accurate quote. Works would include fabrication of parts, roof and pipe work. SK noted that the rubber gas lines and the chain for the gas canister also need replaced. SK to mention this to the engineers. In SK's experience, all quotes would be expensive, so committee agreed to go forward with Macdonald & Son. SK to contact them. <u>Drainage</u> <ul style="list-style-type: none"> JM to follow up with Donald Mackenzie again and give him a timescale for starting works. Noticeboard <ul style="list-style-type: none"> SV has attached key in the noticeboard. JM to attach cork tiles. Backstage clean <ul style="list-style-type: none"> Still due. Committee agreed to postpone. | SK SK JM JM | Next meeting Next meeting ASAP Next meeting |

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| <p>Risk assessment</p> <ul style="list-style-type: none"> • Committee approved. To be reviewed at least monthly and committee to comment if needed. SV to write action plan for re-opening hall. | <p>SV</p> | <p>Next meeting</p> |
| <p>New website</p> <ul style="list-style-type: none"> • Committee approved. SV and SK to swap domain over to the new site. SV to set up gallery page for photos from the hall, where public can continue to submit photos. • SV received photos for competition on Facebook to use on the new website. SV to post all photos on Facebook and the one with most likes/reactions wins a voucher for the Gallery. | <p>SV SV</p> | <p>Next meeting ASAP</p> |
| <p>Container</p> <ul style="list-style-type: none"> • Postponing inspection of container. | | |
| <p>SCIO (Scottish Charitable Incorporated Organisation) incorporation</p> <ul style="list-style-type: none"> • JM/SV discussed with three solicitors what the process would entail, and the rest of the committee looked into the SCIO structure. One quote received for approx. £2,000 for winding up current charity, incorporating a new one and transferring assets to a new charity. Solicitors need more information on works needed to give more accurate quotes. • SV has organised Hall to join SCVO (Scottish Council of Voluntary Organisations) (free membership, includes 2 hours of free legal advice). • Committee agreed to hold a virtual Annual General Meeting (AGM) on Zoom on 16th March 2021 where a presentation will be given on the different options for the Hall's organisational structure and the pros/cons of each option. The community will be able to vote on next steps. SV to advertise the AGM. • Committee agreed to for a smaller group (SV, JM, SK and KM) to meet in a week's time to discuss work division on the SCIO presentation. | <p>SV</p> | <p>Next meeting</p> |
| <p>Chairs</p> <ul style="list-style-type: none"> • JM and TO to incorporate replacing the chairs with the backstage clean. SK to let Hartfield House know that the Hall can take the blue chairs after lockdown. | <p>SK</p> | <p>Next meeting</p> |

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| <p>Bookings</p> <ul style="list-style-type: none"> ● Vaccine clinic 26th January. | | |
| <p>AOB</p> <ul style="list-style-type: none"> ● SV informed the committee of the Applecross Community Company's (ACC) investigation into buying the church building in Camusterrach and the various initial ideas for its use for the community. SV emphasised that ACC do not want to duplicate what the hall already has capacity for. Committee was amenable to the initial ideas. ● TO brought up that he had been in touch with the Pocket Orchards charity who give out free fruit trees. He suggested planting some dwarf apple trees on the fenced off area by the roadside by the Hall. Committee agreed to this. ● RM to get in touch with Kirsteen (Youth Club) to confirm some invoicing details. | <p>RM</p> | |

Next meeting is scheduled for 16th February 2021 at 19:30 (Zoom).

JM concluded the meeting.