

**Applecross Community Hall Committee Meeting 20/10/2020 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)

Apologies: Ishbel Ferguson, Aron Paramor, Tom O'Halloran (TO)

Meeting was called to order by JM.

Approval of minutes from previous meeting on 15/09/2020: proposed by SK, seconded by JM.

	Action point	Action completed by
<p>Treasurer's report</p> <ul style="list-style-type: none"> • No changes. • Rental payments to come in from flu jab clinic. 		
<p>Bar report</p> <ul style="list-style-type: none"> • Nothing to report. 		
<p>Action points from previous meeting</p> <p>Covid-19 funding</p> <ul style="list-style-type: none"> • SV reported that three adult-sized picnic tables and one child-sized one for playgroup area have been delivered. These were funded by the Scottish Government Supporting Communities Fund through the Applecross Community Company. JM noted that grass around the playgroup area needs to be trimmed. Committee agreed to advertise picnic tables for community. <p>AppleNet connection</p> <ul style="list-style-type: none"> • SK reported that connection is ready in the bar for card machine. <p>General maintenance</p> <p><u>Extractor fan</u></p> <ul style="list-style-type: none"> • SK noted that there are several different options for exit point for fan. An expert is needed to design the system. 		

<ul style="list-style-type: none"> SV inquired several local companies if they could quote. SV to forward email with questions. SK to forward photos to SV. 	SV SK	ASAP ASAP
<u>Drainage</u> <ul style="list-style-type: none"> JM reported that a new quote has not yet been received. JM to talk to Donald Mackenzie about works starting, as drainage issues are getting worse. SK has emailed Milton crofting committee and they have OK'd works and asked that the fence is made stock proof again when finished. 	JM	ASAP
Noticeboard <ul style="list-style-type: none"> JM to attach key and cork tiles onto new noticeboard. 	JM	ASAP
Backstage clean <ul style="list-style-type: none"> JM reported that one general clean has been done by the cleaner. JM to suggest a date for clearing/organising via email in a week's time (likely to be second week of Nov). 	JM	Next meeting
Risk assessment <ul style="list-style-type: none"> Needs to be in place before reopening hall. SV to circulate draft risk assessment again and committee to review. 	SV, All	ASAP
New website <ul style="list-style-type: none"> SV to circulate link to draft website again. JM suggested also asking pictures of Applecross generally as part of Facebook competition. 	SV	Next meeting
Container <ul style="list-style-type: none"> JM and TO to discuss on the day of the backstage clean. 	JM, TO	Next meeting
Chairs <ul style="list-style-type: none"> RM noted that orange chairs in small hall were bought with donations from a local person. Committee agreed to replace red chairs instead with the blue ones received from Hartfield House. SV to circulate photos of blue chairs. 	SV	Next meeting

<p>Change into SCIO (Scottish Charitable Incorporated Organisation)</p> <ul style="list-style-type: none"> • Committee agreed on the need to find out indicative costs of and get legal advise for the choice between making changes to current constitution vs. forming a new SCIO. • KM reported that she had discussed this with a legal professional who said it is simpler to start a new SCIO. KM had also been recommended Macleod and Macallan solicitors in Inverness by Torridon Mountain Rescue who went through a similar process. The costs estimated for this were roughly £800. KM suggested that solicitors would be able to provide a template for new constitution. • KM reported that OSCR guidance says that the process would be as follows: <ol style="list-style-type: none"> 1) Seek approval from OSCR for forming a new SCIO 2) Wind up old organisation and transfer assets 3) Open new bank account • SV noted that SCVO (Scottish Council of Voluntary Organisations) offers free legal advice for members, and membership is free for small organisations. • Committee agreed that before any decisions are made, open communication with the community is needed. • JM reported that one Trustee has officially stepped down. • SK pointed out that 2-tier SCIO involves quite a lot of record keeping of members, so 1-tier option may be simpler, but may also be seen as less accountable to community. • SV to research, contact some people who were involved in a similar process and get a quote from solicitors. 	SV	Next meeting
<p>Bookings</p> <ul style="list-style-type: none"> • Coastguard 19th Oct • Current Google Calendar to be integrated on new website. 		
<p>AOB</p> <ul style="list-style-type: none"> • RM to get 3 extra keys cut, to be labelled for hall rental use. • KM and SV to research Covid-19 restrictions for inside sports. • Committee agreed to monthly meetings in winter and bimonthly in summer. 	RM KM, SV	Next meeting Next meeting

Next meeting is scheduled for 17th November 2020 at 19:30 (Zoom).

JM concluded the meeting.