

**Applecross Community Hall Committee Meeting 15/09/2020 at 19:30 (Zoom)
Minutes**

Minutes taken by Saara Viitanen

Present: Saara Viitanen (SV), Jack Marris (JM), Tom O'Halloran (TO), Sean Kilbride (SK)

Apologies: Ishbel Ferguson, David Davidson, Aron Paramor, Rhona MacPartlin, Kirsten Mackie

Meeting was called to order by JM.

Approval of minutes from previous meeting on 18/08/2020: proposed by TO, seconded by SK via email.

	Action point	Action completed by
Treasurer's report <ul style="list-style-type: none"> • Bank balance £13,713.07. • Logic invoice (fire alarms) paid (£355.50). 		
Bar report <ul style="list-style-type: none"> • Nothing to report. 		
Action points from previous meeting Covid-19 funding <ul style="list-style-type: none"> • Applecross Community Company have offered some funding for the hall's purposes from the Supporting Communities funding pot. SV to confirm if picnic tables / bicycle rack / basketball hoop would be eligible. AppleNet connection <ul style="list-style-type: none"> • No update. General maintenance <u>Extractor fan</u> <ul style="list-style-type: none"> • To be discussed in next meeting. <u>Drainage</u> <ul style="list-style-type: none"> • SK and JM met with Donald Mackenzie to decide on first steps regarding the drainage improvements in the car park. They agreed on digging a trench, installing a pipe to drain at the 	SV	ASAP

<p>back corner behind the toilets and two manholes. A new quote will be provided as prices have changed since the last quote. Works to start in 3-4 weeks. Committee to investigate after this if anything else needs done. SK highlighted that Milton crofters need to be consulted before works start. SK to discuss this with Donald.</p>	SK	ASAP
<p>Noticeboard</p>		
<ul style="list-style-type: none"> • New noticeboard has been put up. JM to attach a key and cork tiles on the noticeboard. • The noticeboard was funded from the Covid-19 support fund awarded to the Applecross Community Company. Invoice for the noticeboard has been paid. 	JM	ASAP
<p>Cleaning update</p>		
<ul style="list-style-type: none"> • JM circulated cleaning checklist to committee. He has also discussed cleaning requirements due to Covid-19 with the cleaner and introduced the checklist. JM asked the cleaner to clean the hall for re-opening. • Committee to clear backstage for cleaning. • SV has drafted a Covid-19 risk assessment and actions needed. Committee to review. • JM met with MacGregor's Industrial Supplies. Account to be opened for bulk cleaning products. Promotion for free toilet roll saving dispensers – agreed to take these. 	All All	ASAP Next meeting
<p>Fibre internet</p>		
<ul style="list-style-type: none"> • No update. JM to circulate quotes. 		
<p>New website</p>		
<ul style="list-style-type: none"> • SV circulated the first draft to the committee. Committee happy with this with a few changes suggested. Hall Covid-19 to be added. SV to finish risk assessment. • Committee discussed possibility to organise a competition to ask for photos for the new website, with one of Jack's prints as a prize. 	SV	ASAP
<p>Fire risk assessment</p>		
<ul style="list-style-type: none"> • To be discussed in next meeting. 		

<p>Change into SCIO (Scottish Charitable Incorporated Organisation)</p> <ul style="list-style-type: none"> • Gerry had received deeds and constitution from solicitors. No new information in these documents, apart from a bit of land that was apparently given to the hall in 2000. SK's copy of constitution talks about one Trustee replacement in 1992. • The option of dissolving the existing organisation was discussed. <ul style="list-style-type: none"> ○ Quite a lot of effort ○ Committee has legal right to do this ○ Effect on sub-committees? (minibus – separate organisation, should not affect; lunch club; playgroup?) ○ JM and Gerry to continue researching legal fees • Committee agreed this matter would be good to vote on in the next AGM. • Scottish Village Hall Association or SCVO may be able to offer advice and legal help. Committee suggested perhaps KM would be able to look into this or whether committee needs to get a solicitor involved. 	<p>JM, Gerry</p> <p>KM?</p>	<p>Next meeting</p> <p>Next meeting</p>
<p>Bookings</p> <ul style="list-style-type: none"> • Healthcare Association – flu jabs 1-2 Oct. JM to discuss cleaning with cleaner and the association. • Coastguard 28 Sept 6pm. 	<p>JM</p>	<p>ASAP</p>
<p>AOB</p> <p><u>Container</u></p> <ul style="list-style-type: none"> • JM and TO to assess how much space is needed for hall's items in the container. <p><u>New chairs</u></p> <ul style="list-style-type: none"> • Committee members present agreed to take in chairs and to wait confirmation from others via email. • Disposing of old chairs to be determined. 	<p>JM, TO</p>	<p>Next meeting</p>

Next meeting is scheduled for 20th October 2020 at 19:30 (Zoom).

JM concluded the meeting.