Aultbea Hall – Interim Management Committee

Monday 28 February 2022

19.00 hrs. 4, Laide IV22 2NB

I. Andy welcomed Heather and Jen to the meeting.

II. Attendees: Andy (Chair); Colin; Pauline; Fee; Jean; Mike; Heather (Zoom); Jen (Zoom)

Apologies: Martin.

III. **Existing Business**

a) Financial Position - Martin's summary of the financial position we had inherited, and the transactions since, had been circulated. The 2021 Accounts are ready to present to the AGM on 7 April.
We are now receiving donations from several sources and via different channels. Paypal isn't easy to operate and GoFundMe might prove more versatile in due course.
It would be good to find a common way to thank all donors but no obvious way to do this. We would like to keep a running public tally of the progress of grants and donations and, after discussion, it was agreed that a 'thermometer' outside the Hall, with 2 different colours (one for grants, one for community fund-raising) might work best. Who might make this? It isn't likely to be feasible though always to allocate specific income to specific aspects of the project, unless this is a condition of the award.
Andy explained some of the details of the Gift Aid scheme, which should bring in useful additional monies from both individual donations and aggregated monies. We intend to register as soon as the SCIO bank account is set up. We hope this will be achieved more speedily than the transfer of the Trust accounts to the new signatories. Pauline has drafted a Gift Aid declaration form for consideration.

b) Funding Applications - We have yet to receive confirmation in writing that the Highland Council area panel approved our application to the Place-based Investment Programme for c.£8,600 for fire security and the toilets in the two-storey block, although that was the decision made at their meeting on 9 February. We were not successful with our Awards for All request but have put in a submission for the same work to the Weir Charitable Trust - decision end May. Fee has submitted an application to Tesco's Community Fund for equipment for the kitchen which would enable the primary school children to prepare feasts.

c) Ongoing Works - Other than removing the debris from under the stage, Colin has now completed making the Hall building ready for repair work to begin.
It is proving difficult to get quotations for the electrical and fire alarm system work, both because electricians are so busy, but also because of being disconnected. Heather will ask a company undertaking work for her soon if they are willing to look and quote. MacGregors will consider the fire security system required as soon as they can, and Jean will ask Bob Mackenzie if he can help, having been involved with the Hall's fire certification in the past.

d) IT and Media - Both the website and Facebook are up and running and very lively. Jen requested ideas for other groups to which we might link to improve visibility. Pauline will provide minutes and the posters from the 24 February 'drop ins' for the website. Details of the AGM will also be posted there in the near future. We still need tuition as to how best to use Slack effectively.

e) Fundraising - There was considerable discussion on the various ideas being generated for events and activities. Heather has already secured an extensive range of quality raffle prizes, with more to come. We will launch the sale of tickets at the AGM and continue until we host a live Facebook draw on Friday 30 September.
Preparation is underway for other events: i) AAT's Boom Beach Car Boot Sale on 30 April where we will operate the barbecue; ii) "Not the Raft Race" and Pier Rd street party for the Jubilee on 3 June - Fee will see if she can put in for grant funding for a band; iii) potentially, a Hallowe'en dance in Poolewe - Fee to check out situation for booking.

f) Community engagement - Mike will work on keeping noticeboards updated with our progress. We will also use the AGM for publicity through the Highland press. Various suggestions were made as how best to progress this.

g) Risk assessments/volunteer coordination - As well as the initial risk assessment sheets, Jean has now initiated a monthly buildings check, with recording form available. Colin will keep this going. When we have contractors on site, we will take a copy of their risk assessments and Jean will prepare check sheets for volunteer tasks as these become necessary.

h) The 'drop in' session 24 February - This was extremely well attended (100+) and very well received. There are already also 100+ names on the 'sign-up to show support' forms and the event served to launch the community fundraising to good effect.

i) AGM - Andy and Pauline are working on the wording for the AGM notice of date, agenda items and dissolution resolution, transferring the assets to our new SCIO, (registered from 23 February), to go into GDT of 11 March. Venue is Loch Ewe Community Church, 7.30pm. There is no provision for online attendance. The related papers and further explanation will be available via our website. We will be able to appoint interim SCIO committee members to support the trustees. We must also encourage membership (free) of the SCIO.

IV. **New Business**

a) SCIO set up - Until OSCR confirms that we can dissolve the Hall Trust, following due (and lengthy) process, the two organisations and bank accounts run in parallel. Pauline hopes to send off the 'reorganisation' forms this week to seek OSCR approval for dissolution and transfer of assets, including re-registration of the building and land.

b) Procurement - Once Colin can ascertain what materials are needed for the fire doors, partitions and toilet refurbishments, Joyce will be asked to begin the process of costing and ordering these. Pauline will forward the details of Murdo's estimates. We should also now look at how and when to reconnect the utilities. It seems that the electricity meters have been removed, not just the connecting wiring.
As we now have the grant from NHI, we can order the new external sign (green background, white lettering, was preferred in our limited survey) and refuse bins. Andrew Ross is expecting to replace the external fencing in the second half of March.

c) Engaging local contractors - Colin has had several offers of help and will co-ordinate the programme to undertake the work that can soon begin on the two-storey block. Where the external drains go remains a mystery, but investigations continue.

d) Adapting Facebook and Website - We must ensure that, from now on, all relevant public paperwork includes the SCIO number. The Hall website and Facebook page should include the charity details. Pauline will provide Jen with the information.

V. **Any Other Business**

As volunteers join us and need to be kept informed, we will enable appropriate access to Slack.

VI. The next meeting is scheduled for 4 April 19.00 hrs at Andy’s.

The meeting ended at 20.55 hrs.