Aultbea Hall Management Committee

Monday 18 July 2022

19.00 hrs. 4, Laide IV22 2NB

I. Andy welcomed all to the meeting.

II. Attendees: Andy (Chair); Colin; Pauline; Jon (Zoom); Fee (Zoom); Jean (Zoom); Jane; Martin; Heather (Zoom)

Apologies: Joyce; Mike; Jen.

III. **Existing Business**

a) Financial Position - Martin provided an overview of the current financial situation. Raffle sales have slowed this month, but there is money to come in. Two deposits have been paid for Hall Phase I work. The Aultbea Fun Day committee have informed us that they will transfer most of their funds to the Aultbea Hall account in due course, which will provide very welcome match-funding for our Phase II applications.
After further frustrating delays, and much time expended by Andy in prompting progress, we are still waiting for the Bank of Scotland to set up the SCIO account.
Stop press !: 21 July, new account now operational!

b) Funding Applications - Pauline submitted the required report and first claim to Highland Council for the PBIP grant by the due date. There has been no response and no payment as yet. If nothing is heard by the end of July we will try to pursue matters.
Stop press 2: 21 July. HC has authorised payment of the first claim.

c) IT and Media - This is ticking over at the moment. A query about the registration of the raffle had been dealt with.

d) Fundraising
i) Raffle: any further donations will be allocated to future events as 70 prizes suffices!
ii) Heather will check on the staffing required for the licensing aspects of the Hallowe'en dance. We will ensure there are sufficient helpers.
iii) Heather is working with a designer on a promotional T-shirt.
iv) It was considered that a quiz might be an appropriate early social event when the Hall reopens.
v) No further contact has been made with Fiona Kennedy as yet as we are unsure of preferred venue and date.

e) Risk assessments/volunteer coordination - There were no unforeseen risk issues arising from the Jubilee event. Once the nature of volunteer involvement in the building works is clear, Jean will ensure that appropriate procedures are in place. A lock is to be installed on the door to the switchboard area, following advice.

f) Constitutional - Nothing has yet been received from OSCR to progress the transfer of property to the new SCIO. They give themselves 4 months to start this process.

g) Procurement and contractors - Progress is being made: Joyce is working to secure a start date from the fire alarm installation company; the deposit has been paid to Peter Young for the electrical work; Colin will arrange a planning meeting between the plumber and the joiner for later this week, both are understood to be ready to start work; the paperwork is being finalised to enable the water to be reconnected - expected before the end of July; the electricity supply has been made safe following a SSEN site visit.

Colin and his volunteers are undertaking various minor repairs ongoing. Andy added to the list!

Once the amount of paint that will be required for the internal wall painting is established, Pauline will follow up a lead to see if this can be acquired free/at a cheap rate as a community charity activity. There is no shortage of volunteer painters, including Aultbea Men's Shed.

IV. **New Business** (taken as first meeting item)

Phase II - Jonathon reported that he has re-checked that all his calculations are in line with national standards and with particular regard to safety requirements. He has spoken with Scott Ramsay at Highland Council to discuss how best to progress the submission for the building warrant. It has been agreed that Jon will submit a detailed design report using his own information, including drawings which he can arrange, outlining all the options considered, advising on the preferred solutions and demonstrating due diligence. Scott is willing then to verify the calculations internally. Jon is aiming to submit his report in early August. He and Colin will meet this week-end on site for a further check on the work required.

V. **Any Other Business**

Arrangements for the 1 August Boom Car Boot BBQ were discussed. Martin will provide the float money for all operations. We will sell raffle tickets in the tea tent.

VI. **The next business meeting** is scheduled for **Tuesday**, 16 August, 19.00 hrs at Andy's.

The meeting ended at 20.00 hrs.