

Aultbea Hall Management Committee

Tuesday 18 October 2022

19.00 hrs. Via Zoom.

I. Andy welcomed all to the meeting.

II. Attendees: Andy (Chair); Colin; Joyce; Pauline; Jon; Fee; Jean; Mike.
Apologies: Jane; Martin; Jen; Heather.

III. Existing Business

- a) Financial Position - Martin had circulated an overview of the current financial situation, following prompt receipt of the full grant payment for Phase I from the PBIP fund (via Highland Council). Our balance is sufficient to meet the remaining known costs for this part of the Revival! project, particularly owing to the very successful sale of raffle tickets. We have also now paid for the Building Warrant application. Given the imminent reconnection of the electricity supply, we have to budget for utility costs from now on. It was agreed that we pay the continuation fee for a raffle licence and that we accept Martin's recommendation of independent examiner for the accounts.
- b) Funding Applications - Fee has submitted an Expression of Interest for Community Regeneration Funding to Highland Council for the Main Hall works. We do not know the time scale for their decision-making and the detailed application(s), but this should be soon. Pauline will approach various trust funds which are known to support Scottish community charities as soon as we have more precise estimates or quotations from the various contractors.
- c) Ongoing Works - The plumber is awaited to test the installations now that the water is reconnected - expected 19 October. All other Phase I work is close to completion but can only be finalised when the electricity is restored, which is due on 24 October. Colin has contacted those who need to be there to assist. It was agreed that the electrician purchase and install hand dryers for the toilets.
In the meantime, Colin, with other volunteers, will begin the great tidy-up needed before the painting can begin. Chris Ross has started patching and filling plasterwork. To date, all materials used for the painting preparation have been donated. Recent test excavations have highlighted the need to prioritise drainage works. The road-side drains would seem to be functioning, but there are clearly problems to the side and rear. Roddie will be asked to do some more exploration and will be tasked with the work as soon as we are clearer about the likely costs and funding potential. It may be that we have to undertake this at our own expense prior to grant application outcomes.
In consultation with Don Maciver, Jean has thoroughly investigated the best way to procure the paint required. Recolour, which sources subsidised paint for charities/ community groups, cannot provide the necessary eggshell products. So, it was agreed that she purchase and collect what is needed from Crown Paints, Inverness (@ £600 including VAT) as soon as possible. Don has also offered to undertake the high-level painting, for which we are very grateful. We have a number of other volunteers willing to help with the decorating tasks whom Jean will contact to ascertain availability and plan the work, including related risk assessments.

- d) IT and Media - The grant-related completion date for Phase I is, provisionally, the end of October and the end-date for submissions to OSCR with respect to the proposed transfer of assets is 2 November, so we are planning for significant media coverage thereafter, both in GDT and wider Highland. Jane has drafted a press release. For the time being, we will keep the *AultbeaHall2021* email address for general public and grant application purposes.
- e) Fundraising
 - i) Raffle: We are extremely grateful to all outlets and individuals who achieved the remarkable sale of 4,793 tickets (of 5,000 printed). Andy and Fee will liaise to complete the prize distribution. Martin will coordinate the reporting required to meet the licence conditions.
 - ii) Fee has sufficient volunteers to cover the stewarding, set-up and clearing-up for the Halloween Dance. Arrangements for Hall decoration, drink stocks, tables and float are in hand. The mannequin can be borrowed!
 - iii) Given that a January date has proved not to be viable, it is proposed that the Fiona Kennedy concert be pencilled in as the opening event for the Main Hall if that can be scheduled in due course.
 - iv) It was agreed that the opening of Hall 2-storey section would be a similar two-session format to the community 'drop ins' we held in February, providing information about the plans for the Phase II work, with the addition of input from the Aultbea Stories project and pie and beans as sustenance.
- f) Community engagement - Mike has spoken with our local church youth leader who highlighted the need for safeguarding and First Aid cover for any ongoing activities organised for young people. He will now contact the newly-appointed Active Schools Coordinator to see how he might build activities taking advantage of the Aultbea Hall facilities into his forward planning. Mike will also begin to approach those who might be interested to use the Hall, sooner or later, for group sessions and events. Fee will enquire whether the Bualnaluib School rowing machine could be relocated for wider public use. We need to begin to recruit people to manage the day-to-day operation of the Hall.
- g) Constitutional - We hope that OSCR will confirm that we can proceed with the next stages of asset transfer early in November.
- h) Procurement - When our electrician and fire alarm contractors return to complete their Phase I work, they will be asked to provide quotes for the extensions which will be necessary for Phase II - Main Hall.

IV. **New Business**

Phase II structural - Jonathon has submitted the full application to Building Control and we await their decision and/or further enquiries. After discussion, it was agreed that he should initiate and comprehensively record a controlled load test on one of the steel supports (sometime in the last week of October) to see if the proposed welding design delivers the necessary safety margins. The alternative will be bolting.

V. **Any Other Business**

i) The agreed Data Protection Notice is now on the website, in a new section 'Committee Matters' which is where minutes of our meetings can now be found.

ii) We accept with thanks the offer of a good quality, second-hand filing cabinet. We have also been given a very substantial 'boardroom' table, chairs and a fridge freezer.

iii) Andy explained the various possibilities for telephone/internet connections that the Post Office might help pay for. We will need to decide which option would be best to ensure there is also public access to broadband and phone in the Hall.

iv) We will need to apply for a Public Entertainment Licence in good time prior to reopening the Hall fully. Colin will check with Highland Alarms as to the provision of fire extinguishers and certification to meet the requirements.

VI. **The next business meeting** is scheduled for Tuesday 15 November, 19.00hrs, at Andy's.

The meeting ended at 20.10 hrs.