

Aultbea Hall Management Committee

Tuesday 20 September 2022

19.00 hrs. 4, Laide IV22 2NB

- I. Andy welcomed all to the meeting.
- II. Attendees: Andy (Chair); Colin; Joyce; Pauline; Danny; Jon; Fee; Roddie; Jean; Jane; Martin; Jen (Zoom); Mike (Zoom); Heather (Zoom).
- III. **Existing Business**
 - a) Financial Position - Martin had circulated an overview of the current financial situation. All invoices needed for the PBIP Claim II have been received and paid. Short term loans are covering the cash flow required until Highland Council processes the claim. We anticipate having sufficient funds to pay the final Phase I costs (paint; commissioning of plumbing and electrical/fire systems) from the 2022 fundraising, donations and raffle sales so that further donations can be the baseline for match-funding for Phase II grant applications. We do, though, need to be prepared for the bills that will start to come in once the Hall reopens.
 - b) Funding Applications - Pauline will complete the PBIP Claim II paperwork tomorrow, in good time for the submission deadline. We hope that HC will accept the virement proposed, given that the contingency is needed for the Utilities cost-heading, not Refurbishment.
 - c) Ongoing works - The work on-site has been unrelenting over the past few weeks with all the practical work going well. However, completion of plumbing, fire alarm and electrical installation work is now stalled owing to delays with the reconnection of water and electricity that are beyond our control. The old heaters in the main Hall will be dismantled soon and Colin is organising the recycling and disposal of contractors' debris.
 - d) IT and Media - Jen is keeping the Facebook page updated, with prompts to buy raffle tickets and progress on the Hall work now highlighted, and the Halloween Dance next in line.
 - e) Fundraising
 - i) Raffle: details of the organisation of the prizes for the draw on 30 September were discussed. Fee will test out the proposed Facebook live streaming. Jen will post on Facebook that Monday 26th September will be the last day of raffle ticket sales. Martin will circulate a list of the venues from which tickets will need to be collected next week. Help was offered.
 - ii) The Committee gave formal status to the 'events sub-group' of Fee, Heather and Jen, so that they can make arrangements for the Halloween Dance, and future events, without having to get Committee sanction for every action. Expenditure to £150 can be incurred without prior authorisation. Jen will draft a poster/advert for insertion in the next two GDT editions.
 - iii) Heather is in correspondence with Fiona Kennedy about the concert proposed for January. Other musicians have expressed their willingness to support the event.

iv) The proposed design and colours of the 't-shirt' have been circulated for comment. It was agreed to postpone confirmation of our purchase until we have received the PBIP grant.

v) We are still not in a position to set an opening date for the Hall 2-storey section, or plan any event(s) in detail. The Aultbea Stories project is keen to be involved in the celebrations.

f) Community engagement

Mike stressed how important it is to ensure that our facilities offer opportunities for children, young people and the more vulnerable. It is hoped that local youth leaders and groups such as the Parent Council will be in a position to start activities through the winter.

g) Risk assessments/volunteer coordination - Pauline will provide Jean with the list of those who have volunteered to help with tasks, including with painting.

h) Constitutional - OSCR have now initiated their necessary Charity Reorganisation Scheme processes to enable us to transfer the assets from Aultbea Hall Trust to the SCIO organisation. The next stage should be in early November.

i) Procurement - Joyce summarised developments to date on each of the contracts. Everyone is now waiting on the delayed water and electricity connections, which she is doing her very best to expedite.
Jean will finalise the requirements for paint that we hope can be provided by the Community RePaint scheme, and then liaise with the Aultbea Men's Shed and other volunteers to plan the work.

IV. **New Business**

a) Phase II structural - Jonathon has completed his very detailed calculations for the report he proposes to submit imminently to the Building Control officer. Final decisions are still to be made as to whether welding or bolting will be the better method, based on the response we receive from Highland Council. It will be of benefit to Phase II grant applications that the Building Control application is being progressed.

b) Phase II costings - It was agreed that it would be worth doing a test excavation to see the reality of the external drainage works required. We will need to decide whether to use our own funds to undertake remedial work before the winter, or delay until the outcome of Phase II grant applications (still to be made) are known.

V. **Any Other Business**

Martin has drafted a Data Protection Notice which all agreed met the need. He offered to be the nominated Aultbea Hall [SCIO] Data Controller. The Notice will be posted on our website.

VI. **The next business meeting** is scheduled for Tuesday 18 October, 19.00hrs, at Andy's.

The meeting ended at 20.10 hrs.