

Aultbea Hall Management Committee

Tuesday 10 October 2023

19.00 hrs.

- I. Andy welcomed all to the meeting.
- II. Attendees: Andy (Chair); Colin; Joyce; Pauline; Kerry Ann; Bruce; Fee; Jean; Jen (Zoom).
Apologies: Heather; Jonathon.

Andy informed the meeting that Mike Webber has resigned as a committee member. We hope he will continue to liaise with the Bualnaluib School parent council.

III. Existing Business

- a) Financial Position - Bruce had circulated income and expenditure figures to date and drew attention to some of the recent transactions, including the very pleasing monies which continue to come through the two shop donation boxes. Fees for the use of the Crow's Nest are now being paid. We have received and paid the invoice from the consultant civil engineers and also for the drainage pipes which have recently arrived on site.
- b) Funding Applications - There are no developments to report as we cannot start to draw down the grants offered until we have Building Control permissions. Fee will follow up with her GAMS contact as to whether they will provide financial support once we have relevant specific costings/invoices.
- c) Ongoing Works - Although Joyce continues to enquire, we still have not yet had notice of a contract from EDF for our electricity supply. Colin keeps a record of usage. The drainage work should commence within the next fortnight.
- d) Fundraising - Fee and Jen explained the plans for 'Festive Fun' on 29 December. Unless we have a licence we cannot provide alcohol as part of the entry cost so it will be BYO. Numbers (max. 50) will have to be carefully controlled. There are still customers for our T-shirts and Jen will use Facebook to propose they would make excellent Christmas presents. Heather has been looking at costings for tea-towels and tote bags with logos. It was agreed to pursue the tote bag idea for next year.
- e) Community engagement - Pauline continues to request that individual donors complete Gift Aid forms when appropriate.
- f) Hall use - Kerry Ann reported on new bookings coming in to use the Crow's Nest. These include family celebrations and a constituency surgery for Maree Todd (MSP). She will clarify what facilities are required for the surgery. We do not know how this session is to be advertised.
A pupil is going to raise how Bualnaluib School might make use of the Hall at their Pupil Council meeting. We also hope that the Nursery will see its potential for winter indoor activities.

Jean has a Fire Plan which includes upstairs evacuation. It is on the website Bookings tab and we will ensure that it is more visible (A3 laminated) on a wall as well as being in the file.

Colin reported that the light in the accessible toilet, which is on a motion sensor, does not stay on long enough. Also in that toilet, the pull-cord alarm is not working. Andy will raise both points when he sees our electrician later this week.

Colin also mentioned that the fire alarm is very sensitive and is going off unnecessarily, probably owing to dust.

An outside light has been purchased and should soon be fitted.

Jean will be going to the Perfume Studio on Tuesday 17th to collect the various equipment that is being given to the Hall now they are closing for good. Pauline will write to thank the owners once it is clear what we have received.

A check was made as to who currently holds keys. Given the terms of our Insurance Policy, we cannot install a key safe for users to access. Arrangements are in hand to locate a key with a committee member which will be available for hirers. Colin, Fee or Kerry Ann will ensure that any new users receive appropriate information and induction for opening and closing the facilities.

- g) The committee ratified two policies: 1. Equality & Diversity and 2. Health and Safety, which will be added to the website.

Jean has written a number of Risk Assessments and these have been added to the ones we already have. All are now in a file in the lobby downstairs for reference. Jean was thanked for her considerable efforts on this matter.

IV. **Phase II**

Jon is, unfortunately, hospitalised so has not been able to progress the signing off of the revised steel support work with the civil engineers. Andy will do what he can to expedite this, as the deadline for submission to Building Control is now very close.

V. **Any Other Business**

- a) Fee enquired as to the progress with HC's proposed crossing from the Nursery. Andy understands that the matter is now with the Community Council given the revised plans mean that it is not linking into our drainage.
- b) Ideally, the cable for the internet router would be permanently fixed so that users simply had to connect the box to the cable. Colin will discuss with Miles what is possible.

VI. **The next Committee meeting** will be on Tuesday, 7 November in the Hall.

The meeting ended at 20.05 hrs.