

Aultbea Hall Management Committee

Tuesday 14 October 2025

19.00 hrs.

- I. Andy welcomed everyone to the meeting.
- II. Attendees: Andy (Chair); Colin B; Joyce; Pauline; Kerry Ann; Bruce; Fee (Zoom); Jean; Jen (Zoom); Heather; Amelia; Mel.
Apologies: Colin I.
- III. **Existing Business**
 - a) Financial Position - Bruce had circulated the financial figures for September 2025. The income from West Fest and the Wedding Tea events had exceeded expectations and there has been a generous donation towards the cost of the new Hall curtains. Expenditure had all been for general Hall expenses as we continue to refurbish and set up for operations.
It was agreed that we were unlikely to have a 'grand raffle' in the next year, so will not renew the lottery licence.
 - b) Funding Applications - All grant administration for the *Revival!* project has now been completed. Andy advised that there may come a time when we should apply for Sport Scotland funding.
 - c) Ongoing works - One coat of paint has now been applied to the roof, the second awaits drier weather. Internally, much gloss painting has been undertaken but is not yet completed. Don has agreed to paint the high ceilings in the Hall, possibly in November. A scaffolding tower will be erected for this. It may be that one or two bookings will have to be cancelled so the work can be continuous.
Roddy has been asked to quote for a full replacement of the rotten metal sheeting on the vertical section of the roof as temporary repairs have not proved possible.
It is hoped that the window curtains will be completed before Christmas. Poles are being ordered today.
The refurbishment of the stage will be a significant expense - particularly the curtains.
 - d) Licenses - Heather will be the nominated person for the Hogmanay dance and will liaise with Andy to submit the Occasional Liquor licence (before 28 November).
 - e) Risk Assessments - Mel has prepared a risk assessment for the Family Ceilidh on 20 December; that for the Halloween children's party (24 October) will be updated from last year.
 - g) IT and media - With regular bookings to promote and forthcoming events, there is no shortage of material for Facebook posts.
 - h) Fundraising - Heather will replenish the T-shirt & tote bag stock at Aultbea Hotel this week. Bags of kindling are selling.
 - i) Events -
West Fest, 13 September: This had been very well supported with a good number of participants and visitors. If it is repeated, we will negotiate a fee to be paid by commercial businesses which take advantage of the occasion.

Wedding Tea, 20 September: Heather and Jen were congratulated on what proved to be an exceptionally well-presented event, which was very much appreciated by all who attended and which generated £770 for Hall funds.

Table-top Sale, 27 September: This also was extremely well supported. Bualnaluib School were delighted with the income from their Pop-up Café. A further Sale has been booked for 13 December. We understand that the organiser intends to purchase additional tables for the Hall, to avoid having to borrow from other venues. Colin will advise on style and size.

Further points arising from these events:

- we should ensure that the organisers of events that require set-up and dismantling take this into account when booking the time slot and expect to be charged for the additional Hall usage, not just the time the public are on site.
- Kerry Ann has compiled a list of various crockery/equipment items which would be useful, including soup kettles, soup and sugar bowls. Heather will check out a possible source for the crockery.
- appropriate notices are needed (i.e. 'exit'/'no entry') on some of the internal Hall doors.

Planning continues for the Family Ceilidh on 20 December. Helpers and raffle prizes are being identified. Given this event, an afternoon activity on 31 December will not now be offered. Heather and Fee are working on the arrangements, including staffing and refreshments, for the Hogmanay party. Andy will purchase the drink stock required. Jen will keep the social media posts active to advertise both.

There will also be a children's Christmas party, with Santa, on the afternoon of 12 December.

- j) Community engagement / use of Hall - The logistics of getting the children to and from the Hall, and the adult supervision required, are proving problematic, so Bualnaluib School have yet to confirm their arrangements for Hall use of the facilities. The regular groups continue to meet and there are enquiries from potential new hirers. It was agreed that the Babies to Bairns sessions would not be charged a booking fee. SSEN have booked the Hall for a public consultation meeting on 27 October which will require all chairs to be set out.
- k) PVG - The new regulations on safeguarding are very complex. However, Jean, as Safeguarding Lead, has been able to ascertain that Aultbea Hall can be registered, at no cost, with Volunteer Scotland and she is in the process of completing the necessary online admin for this. Kerry Ann and Mel will be nominated as the Hall's PVG-recognised Activity Group leaders for children.
- l) Procurement - We confirmed that we will change our contract for Fire Alarm checks and maintenance to Logic Alarms from February of next year. We now have a cash account with MacGregors. Jean and Joyce have been provided with the account numbers and password. As the Hall is not staffed, deliveries will be to the Treasurer's home address.

IV. Any Other Business

- Consideration of the most appropriate table lamps for subtle lighting continues, taking into account quality and damage risks. Jen will purchase the preferred one to check it is appropriate, before we buy in bulk.
- We are not going to bid to purchase the Coastguard Hut. Others are!

The **next Committee meeting** will be on Tuesday, 11 November.

There being no other business, the meeting ended at 20.20 hrs.