

SALTOUN COMMUNITY ASSOCIATION (SCIO)

Minutes of Committee/Board Meeting held on Monday 8th April 2024 at 7.30pm in the Fletcher Hall

Attendees: Alastair Wyllie (AW), Clare Galloway (CG), Brian Beattie (BB), Candy Hatherly (CH), Holly Hardy (HH)

Item	Description	Action
1.	<u>Apologies</u> Jill Jeans (JJ), Rhona Wilson (RW)	
2.	<u>Approval of Minutes from previous meeting</u> Final minutes from 29 th January 2024 approved and will be posted as usual.	RW/AW
3.	<u>Matters/Actions Arising</u> <u>Progress Report</u> <u>Events</u> Easter Egg hunt was run on 31 st March by RW and help from CH. Around 30 children took part, and there has been positive feedback again. Prior to the meeting, the Events group discussed the need to get more volunteers involved with organising events. A quiz night had been previously suggested, however none of the group feel in the position to commit to leading organisation. One suggestion was to bring in an outside person or company to run an evening. Although all present agreed this was a good idea, the committee discussed how other organisation would still be required. With the AGM coming up, AW offered to get the message out to members that events can't go ahead without more people involved (including appealing for more committee nominations). Those present agreed that our events focus should be a Summer Social on the afternoon of Sunday 16 th June. <u>Maintenance</u> In the previously circulated progress report, AW gave detail of discussions with ELC's asbestos manager regarding recent ingress of rain water. Currently, there is no kitchen or heating control access for safety reasons. There is currently no indication of time frame for council inspection and follow-up. Booking coordinator is liaising with hirers. The shed roof is in need of new roof felting. All present agreed to repair costs of £250-£300, which AW will follow up on. At the previous meeting, possible upgrade to the lighting was discussed. CG provided an update in the circulated papers which included meeting with an electrician. Those present felt that the simplest option (of upgrading the current lighting, with minimum intervention, and adding some coloured lights and a disco ball to the existing electrical infrastructure) would be most sensible. CG will obtain a quotation. There was a brief discussion about curtains or blinds, which the committee felt would be a good idea but that a correct and affordable solution would be required., most probably roller blinds, mounted on the wooden window facings. JJ to investigate potential solutions/costs and report back. Painting of the trunking and cupboard doors was suggested by CG. All felt this was a good idea. AW was prepared to do the cupboards, but CH suggested the work might be outsourced due to amount of work required. CH to report back to committee about pricing and timeframe. <u>Governance and Operations</u> The draft annual and financial reports for 2023 had been circulated by email, however not everyone had received these documents. AW briefly detailed the contents of the annual report. All present agreed this should be approved and signed off for OSCR submission.	AW Events group AW CG JJ CH

	<p>BB went through the new format for the annual accounts, which had been amended to simplify reconciliation with other records. The committee were happy with the figures presented. Sarah Parkin has kindly agreed to act as Independent Examiner and BB will liaise with her to complete the finalisation and signing off of the accounts.</p> <p>BB and AW to coordinate submission of both documents and the annual return to OSCR in due course, and presentation of them to a Members' Meeting (AGM). AGM date was provisionally set for Monday 13th May, 7.30 for 8pm start. Wine and soft drinks will be offered. [Post-meeting note: the current unavailability of the independent examiner made this date questionable and the date was subsequently re-arranged for Monday 17th June.]</p> <p><u>Financial matters</u> The committee agreed to a 20% increase for the school hire and playgroup to fall in-line with the recent increases in the hire rates.</p>	<p>BB</p> <p>AW/BB</p> <p>BB</p>
4.	<p><u>AOB</u> Following on from the concerning feedback received by AW from two SCIO members about comments made by a HFE representative at a recent meeting organised by local residents to discuss the future of the church building, AW will write to HFE requesting written clarification of suggestions made which had implications for SCA's property. SCA had not been approached about this proposal, and AW noted that any decisions about securing the future of the village hall etc would be for the SCIO members to make as per the constitution.</p>	<p>AW</p>
5.	<p><u>Next Meeting</u> As the next meeting is expected to be the Members' Meeting (AGM), no date was set for a separate committee meeting, but this can be reviewed if required.</p>	