

SALTOUN COMMUNITY ASSOCIATION (SCIO)

Minutes of Committee/ Board Meeting held on Monday 29th January 2024 at 7.30pm in the Fletcher Hall

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

Item	Description	Action
1.	<p><u>Apologies</u> Apologies received from JJ.</p>	
2.	<p><u>Approval of Minutes from previous meeting</u> Final minutes from 20th November 2023 approved and will be posted as usual.</p>	RW/AW
3.	<p><u>Matters/Actions Arising</u></p> <p><u>Progress Report</u></p> <p><u>Events</u></p> <p>Previously circulated reports detailed the successes of the previous events and insights learned for future.</p> <p>RW proposed to run another Easter event around the holiday weekend of 29th – 31st March, and a quiz night had been previously suggested.</p> <p>There is also the possibility of another ceilidh around October again run by Buffy, Sarah and Kim. More information will follow as plans progress.</p> <p>All present agreed to all events being a good idea. These will be further discussed by the events group before the next meeting.</p> <p><u>Maintenance</u></p> <p>Annual fire extinguisher checking and PAT testing now complete.</p> <p>Water mains stop-cock continues to leak; AW will attempt to repeat re-taping valve.</p> <p><u>Governance and Operations</u></p> <p>Music licence has renewed. HH to chase up certificate.</p> <p>The committee confirmed that a day rate for wedding hire should be set at £300.</p> <p>Further discussion on hiring terms followed, specifically whether block booking from regular hirers should be shortened to 4 weeks at a time during the summer months to avoid loss from more lucrative one-off events. The committee noted that although this may maximise income in the short term, the concern was that this might put off regular hirers and therefore income might be lost in the longer term. It was however felt reasonable to limit long-term block booking to 3 months ahead, at all times of year, in order for wedding or similar all-day hires to be accommodated before the regular hire dates are confirmed (this may already be the case – to be checked with Bookings Secretary).</p> <p>AW will feedback both points to Bookings Secretary.</p> <p>Job description for the cleaner role was put together by HH and AW, and an advert has now been shared on Facebook. At the time of the meeting there was one note of interest and one application. As the applicant is local and known to most of the committee, it was agreed to proceed to appoint that applicant. All also agreed with AW's proposal of a "spring clean" by the committee, date TBC.</p>	RW/HH/CH HH AW HH AW

	<p><u>Finance</u></p> <p>BB provided a brief walkthrough of the finances for 2023. Paper copies of the accounts for this period were shared at the time, along with a summary. None of the committee present had any objections. The annual report and accounts are to be prepared before the next meeting.</p> <p>AW then detailed the requirement for independent examination of the accounts prior to submission to OSCR. AW had checked the requirements and explained that the examiner cannot be a board member, connected to any of the board of trustees, or an employee of the SCA, but can be a member. AW will put a request for a willing volunteer into the next Members' update email. If we do not gain any interest it is likely we may need to engage a paid service.</p> <p>BB will check in with Bookings Secretary regarding process confirming bookings so as to match with incoming payments to the bank account.</p>	<p>BB/AW</p> <p>AW</p> <p>BB</p>
4.	<p><u>AOB</u></p> <p>CG asked what the rest of the committee thought about an upgrade to the lighting in the main hall that would be adaptable to different events. Most of the committee agreed that it would make the hall more attractive and set the ambiance for different events. HH wondered whether the existing lighting could be altered to be dimmable and BB talked about colour changeable solutions. After further discussion the committee felt this was worth investigating and likely warranted engagement with an event venue lighting specialist.</p>	
5..	<p><u>Next Meeting</u></p> <p>It was provisionally agreed to meet on 18th March 2024, 7.30 at Fletcher Hall, this will be confirmed by email at a later date.</p>	AW