

SALTOUN COMMUNITY ASSOCIATION (SCIO)

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

Attendees: Alastair Wyllie (AW), Clare Galloway (CG), Brian Beattie (BB), Rhona Wilson (RW), Holly Hardy (HH)
Elaine Barratt (EB) and Kerry McIntosh (KMc)

Item	Description	Action
1.	<u>Apologies</u> Jill Jeans (JJ), Candy Hatherly (CH)	
2.	<u>Approval of Minutes from previous meeting and AGM</u> Final minutes from Committee / Board Meeting 08 th April 2024 approved and will be posted in the noticeboard and online. Final minutes from AGM on 17 th June 2024 noted and no further comments or additions.	RW/AW
3.	<p><u>Matters Arising and Action Points</u></p> <p><u>3.1 Committee and Trustee Responsibilities</u></p> <p><u>Trustee Handbook</u> Previous agreement to develop a Trustee Handbook to set out the role of trustees based on published Guidance. Initial summary of guidance and essential principles produced by AW and trustees present accept the proposal to develop this further into a Trustee Handbook consisting of a summarised, and SCA SCIO focused, version of more detailed published guidance.</p> <p><u>Allocation of Roles</u> AW to continue as Chair. BB to continue as Treasurer. HH to continue as Minutes Secretary meantime (but may need to step down in coming months; another volunteer will then be required).</p> <p><u>Workstream allocation of committee</u> RW is to take over lead of events from HH, HH providing support along with EB and KMc. Covid Compliance workstream to be removed, although can be reinstated if required. AW will seek confirmation whether non-board members currently listed on workstream groups wish to remain as part of the workstream AW continues to monitor the defib - Event on 03 May discussed where an attempt to access the defibrillator was complicated by an incorrect code being provided. AW to follow up. All other workstreams to remain unchanged.</p> <p><u>3.2 Events</u> - Summer fair A good event although attendance was poorer than expected. This may have been due to poor weather and a clash with Father's Day. Donation of £100 received from a member which was gratefully received and thank you card given.</p> <p>- Ceilidh The ceilidh team are planning for an autumn event which needs minimal input from committee although all willing to contribute as needed.</p> <p>- Halloween time Proposal to have a night time treasure hunt in late October.</p> <p>- Winter Ideas discussed for a pre-Christmas event. Dates and themes to be progressed by the events committee.</p> <p>Discussion about Christmas lights and options. HH to investigate and bring back to the next meeting.</p>	<p>AW</p> <p>All</p> <p>AW</p> <p>AW</p> <p>Events Team</p> <p>HH</p>

	<p><u>3.3 Maintenance</u></p> <p>ELC are looking at options to repair the leak in the kitchen which will require scaffolding to access the chimney. Before decisions on scope and costs for this, ELC commissioned reports on the structural integrity of the building through a structural engineer assessment and timber preservation specialist. This confirms the hall remains safe for continued use although there are ongoing areas of concern that need monitored.</p> <p>ELC are arranging to test air quality to confirm damp in timbers, with the potential to create fungal spores, is not a potential health hazard. ELC are also arranging a visit from roofing and asbestos contractors to cost the repairs needed to the chimney leak.</p> <p><u>3.4 Governance and Financial Matters</u></p> <p>Accounts are being reviewed by the independent examiner and final queries addressed for 2023. BB described the outstanding payment queries. These were supplied at the meeting with 2 outstanding receipts for RW to be sent to BB if available</p> <p><u>3.5 Fundraising and Hall Redevelopment.</u> JJ identified a funding opportunity through Benefact Group. CH has submitted a grant application for project planning costs.</p> <p><u>3.6 Liaison on Community Infrastructure & Local Development Plan (Housebuilding)</u> There was a discussion about the options of maintaining further direct engagement, or otherwise, with HFEL on the LDP for East Lothian, changes of land use and possible implications for replacing Fletcher Hall.</p> <p>This concluded that the Committee continues to have concerns about HFEL's communications but the preferred option is not to close down all contact at this stage but to keep the door ajar for future engagement with HFEL if necessary, in order to represent the interests of Fletcher Hall to the community, with respect to any future proposal that might emerge.</p> <p>The committee strongly supports the need for a community meeting to discuss HFEL's proposals, chaired by the Community Council, without HFEL presence. AW to raise with the Community Council Chair.</p> <p>The SCA SCIO's neutral position in respect of previous and future discussions with HFEL on issues relating to the hall are to be communicated to the membership through the routine members' email, in order to preserve transparency on our part.</p>	BB/RW
4.	<p><u>AOB</u></p> <p>Nothing raised.</p>	AW
5.	<p><u>Next Meeting</u></p> <p>Monday 09 September 2024 at 7.30pm.</p>	AW