

## SALTOUN COMMUNITY ASSOCIATION (SCIO)

**Minutes of Committee/ Board Meeting held on Monday 24<sup>th</sup> March 2025 at 7:30pm in Fletcher Hall**

**Attendees:** Alastair Wyllie (AW), Elaine Barratt (EB), Candy Hatherly (CH), Kerry McIntosh (KMc), Brian Beattie (BB)

Item	Description	Action
1.	<b><u>Apologies</u></b> Rhona Wilson (RW), Clare Galloway (CG)	
2.	<b><u>Approval of Minutes from previous meeting</u></b> Final Minutes from Committee/Board meeting 27 <sup>th</sup> January approved and will be posted on the noticeboard and online.	<b>RW/AW</b>
3.	<p><b><u>Matters Arising and Action Points</u></b></p> <p>3.1 Maintenance</p> <p>- Roof &amp; Kitchen Ceiling Repairs</p> <p>Council have completed works in the kitchen and it is now accessible. Ceiling has been papered and painted. The broken window has been covered by a piece of wood. CH to get quote from glazer for possible replacement of pane.</p> <p>Roofer to finish external work Tuesday 25<sup>th</sup> March – paint cement on chimney. Removal of scaffolding. Council repairs should then be complete. East Lothian Council have funded all these repairs.</p> <p>- Restore kitchen</p> <p>AW is currently repairing plasterwork in kitchen. Justin to give quote for painting walls and woodwork (AW has paint). AW will wash down kitchen (3-5 April). CH will remove all crockery/cutlery/utensils, sort, clean and purchase storage boxes for these items (will keep a set of 20-30).</p> <p>AW will arrange PAT testing of electrical equipment and checking of fire extinguishers.</p> <p>Once painted and clean - return table, fridge, microwave, urns, selected crockery etc.</p> <p>- Main hall</p> <p>Two overhead heaters have been replaced and all now working.</p> <p>Justin will paint cupboards and stage front w/c 31<sup>st</sup> March.</p> <p>Fairy lights are now fixed on two beams.</p> <p>Windows to be measured up for possible curtains/blinds.</p> <p>- Main Council contact</p> <p>Asbestos Manager expected to take early health retirement. He will arrange for structural inspection and air quality check before he leaves.</p>	<p><b>CH</b></p> <p><b>AW</b></p> <p><b>CH</b></p> <p><b>AW</b></p> <p><b>JJ/Justin</b></p>

	<p><b>3.2 Events</b></p> <p>RW is organising Easter egg hunt.</p> <p>Spring event suggested for Sunday 27<sup>th</sup> April or 4<sup>th</sup> May. Events group to organise.</p> <p><b>3.3 Governance &amp; Liaison with Members</b></p> <p>Committee approved several new membership applications.</p> <p>AW has drafted 2024 Annual Report and BB is preparing Annual Accounts and supporting evidence for submission to independent examiner. Aim to be completed by early summer for AGM.</p> <p>Committee members will need to stand for re-election. Worth advertising for new trustees (can have up to 12 in total).</p> <p>AW will email members shortly- updating on kitchen availability, Easter/Spring events, and AGM proposals. We should also take the opportunity to promote availability of the kitchen for use in functions and hires e.g. Facebook, website.</p> <p><b>3.4 Financial Matters</b></p> <p>Discussion around earning more income since school hire has stopped. Suggestion of advertising for weekend wedding hire. KMc to check with brother about taking photos. CH to collect photos of previous weddings held at the Fletcher Hall.</p> <p>Review of pricing required soon – hiring costs per hour/weekend, running costs etc.</p> <p>Discussion about neighbours of the hall, time regulations for events and noise concerns (we have a notification process for neighbours when required).</p> <p><b>3.5 Community Infrastructure</b></p> <p>- Saltoun's Future &amp; Local Place Plan</p> <p>Survey results seemed to show that a majority of people would be willing to consider selling off part of the Hall land to raise money to replace the Fletcher Hall. Builders have been contacted in the past about this – not that interested in a small project. Would perhaps need to sell off individual plots. Unlikely to raise enough money for rebuild of hall but may be a help in establishing initial funds and attracting more financial aid elsewhere.</p> <p><b>3.6 AOB</b></p> <p>Suggestion of installing WiFi in Fletcher Hall. Has never been requested by those hiring hall. Will revisit in future.</p>	<p><b>RW</b></p> <p><b>Events group</b></p> <p><b>AW/BB</b></p> <p><b>AW</b></p> <p><b>KMc/CH</b></p>
4.	<p><b><u>Next Meeting</u></b></p> <p>To be arranged when appropriate (possibly AGM) but meantime we can correspond by email.</p>	