

SALTOUN COMMUNITY ASSOCIATION (SCIO)

Minutes of Committee/ Board Meeting held on Monday 27th January 2025 at 7.30pm in Fletcher Hall

Attendees: Alastair Wyllie (AW), Elaine Barratt (EB), Candy Hatherly (CH), Jill Jeans (JJ), Clare Galloway (CG)

Item	Description	Action
1.	<p><u>Apologies</u> Kerry McIntosh (KMc), Brian Beattie (BB), Rhona Wilson (RW)</p>	
2.	<p><u>Approval of Minutes from previous meeting</u> Final Minutes from Committee/Board Meeting 18th November approved and will be posted on the noticeboard and online.</p>	RW/AW
3.	<p><u>Matters Arising and Action Points</u></p> <p>3.1 Governance (incl. committee roles)</p> <p>With Holly Hardy's departure from the committee a number of roles are now vacant.</p> <ul style="list-style-type: none"> work streams - JJ agreed to take on a more active role in fundraising. CH to share her current folder of work. CG agreed to check if she is still a signatory on SCA bank account. This could be tested by BB getting CG to co-authorise the next online payment. AW agreed to ask RW to control the Committee group email management (first task – to remove HH from group) AW agreed to review the current state of the GDPR guidance which was in train with HH & JJ. CG to assume the (Minutes) Secretary role, in line with OSCR and constitution requirements, although the task can be carried out at meetings by others if necessary. <p>Six new applications for membership had been received. These were all approved and will be added to the membership register.</p> <p>3.2 Events</p> <ul style="list-style-type: none"> A Spring Fling was discussed and dates were discussed. Further work to pin down a day after the Easter Holidays complete. The next Ceilidh is planned (and hall booked) for 17 October, run by three of the members. AW has checked and updated the drinks stock in ante-room cupboards, and can provide a list if required. <p>3.3 Maintenance</p> <ul style="list-style-type: none"> AW updated the committee on the roof repairs which are almost complete; the internal repairs to the kitchen which should happen in early February. Once completed, the kitchen to be cleaned and remaining crockery/cutlery to be boxed up. AW is liaising with relevant trades to replace two faulty overhead heaters, plus fire extinguisher and PAT testing (when kitchen accessible). 	CH/CG/AW CG/BB AW/RW AW CG AW Events Group CH/ALL AW

	<ul style="list-style-type: none"> • Justin will be painting the hall cupboards and staging in early Spring. • Post box fitted outside hall door; postcode arrangements to be finalised. • Discussed possible lighting and curtains – Justin to measure up windows and share with JJ <p>3.4 Financial Matters</p> <ul style="list-style-type: none"> - East Lothian Council: hire fees for school use fully paid up until school closure date; 3-year public entertainment licence renewed from February. - Annual reporting year ended on 31 December: work commencing on preparation of Annual Accounts and Annual Report, with Members' AGM to be arranged. <p>3.5 Hall Redevelopment & Community Infrastructure</p> <ul style="list-style-type: none"> - Note previously circulated of December meeting between AW, JJ and Council Provost and Head of Infrastructure, regarding current hall repairs and future ELC support of Fletcher Hall following school mothballing. May be up to two years before final decision on school building. Meantime ELC will assist with monitoring and essential repairs. Longer-term, there might be an opportunity to lease the building for community use, or to acquire it if sold, but that would need a detailed business case. SCA should maintain liaison with ELC and continue to explore options. - Community meeting arranged to discuss future of church building on 3 February. - Saltoun's Future & Local Place Plan: Results of November online surveys being analysed. Presentation of key findings at drop-in events at Fletcher Hall on Sunday afternoon, 9 March, and Monday evening, 10 March. 	BB CH BB/AW
4.	<p>Next Meeting To be held on Monday 24 March at 7.30pm.</p>	