

SALTOUN COMMUNITY ASSOCIATION (SCIO)

Minutes of Board Meeting held on Monday 27th October 2025 at 7.30pm in the Fletcher Hall

Attendees: Mike Jeans (Chair), Clare Galloway (CG), Brian Beattie (BB), Rhona Wilson (RW), David Stevenson (DS), Elaine Barratt (EB),

Apologies: Rachel Thompson (RT), Jill Jeans (JJ)

Item	Description	Action
1.	<u>Apologies</u> Apologies received from RT and JJ	
2.	<u>Approval of Minutes from previous meeting</u> Final minutes 25 August and 25 September 2025 approved and to be added to the website Action: Save minutes in relevant folder and website	RW
3.	<u>Matters/Actions Arising</u> 1. <u>Board Meeting Arrangements</u> Currently we can't get the hall on Google Maps as a business because we don't have a business email available through the website to complete the verification and the Google Drive is set up for an individual rather than a company. <u>Action:</u> DS looking into how to set up a business google drive. 2. <u>Membership communication</u> MJ and JJ are looking into the most appropriate distribution platform to create a SCIO membership distribution list. A member of the village community has volunteered to help set this up once we have decided the platform. Options are to be part of the QMU project, possibly linking into one of the student projects. Ongoing. 3. <u>Council Point of Contact</u> JJ contacted Grant Fraser and no response yet. This will be followed up with the ELC <u>Action:</u> JJ to confirm with East Lothian Council the state of the asbestos management plan and report on the integrity of the gable end. 4. <u>Membership and User details - GDPR</u> GDPR policy and privacy policy drafted by DS with input from previous policy draft (2021). It was also stated that we should include details of cookies being tracked on the website. DS has some queries about how we use data which will be circulated along with the draft policy. <u>Action:</u> DS to circulate the GDPR policy along with outstanding queries 5. <u>Booking Form and T&Cs review</u> Reviewed Hall booking form was accepted and to be used for future bookings. The Booking secretary has suggested the T&Cs are reviewed to request an admin fee for cancellations or a review of the cancellation policy. There are instances where multiple bookings are made but then some are cancelled if the organiser does not have the expected interest. Following discussion it was concluded that the committee doesn't want to put a financial penalty which may discourage future bookings at this stage. This will be kept under review as it is a recognised issue which could result in 'diary blocking' 6. <u>Finance</u> There have been multiple problems with the Bank of Scotland system. The addition of a signatory is progressing slowly. Once the process is complete a complaint can be made to note the inconvenience this has caused. <u>Action:</u> BB to continue with adding MJ to Bank of Scotland account as a signatory-ongoing	DS MJ JJ DS BB

	<p>7. <u>Hall Bookings</u> For future bookings it may be beneficial to have WiFi available, along with AV. DS has spoken to an electrician about feasibility and awaiting a response.</p> <p><u>Action:</u> DS to progress feasibility and quote for installing WiFi and AV.</p> <p>8. <u>Comms: Hall Promotion</u> MJ has had meetings with the QMU lecturers in the relevant areas. This is to be the subject of a workstream meeting which will feed back to the main committee.</p> <p><u>Action:</u> MJ to Progress student projects with QMU course organisers and feedback at the next full committee meeting following the workstream meeting.</p> <p>9. <u>Comms: SCIO Membership</u> The details of the Saltoun Local History Group church guided tours was included in the Autumn newsletter and the event went well. No feedback received following the Autumn newsletter. Winter edition to be drafted and circulated.</p> <p>The local minister has been contacted about the notice board. It is still intended to be used by the church. Should this change in the future the minister will let us know.</p> <p><u>Action:</u> Draft and circulate the winter edition of the newsletter</p> <p>10. <u>Christmas planning</u> Christmas tree lighting to be on Sunday 7 December. The session room is booked to have access to kitchen as base. RW contacted council re: road closure and has been informed we need to apply for an events licence. RW applied but they ask for 12 weeks notice and we are only 7 weeks from the event. Awaiting feedback. Should the Event Licence not be approved, an alternative may be to have the event at the hall with lights outside.</p> <p>The Village Store have suggested having some stalls on the evening of the Christmas Tree lights. A Christmas fair was not possible in November due to clashes with existing bookings, but evening of the 7th is possible. Scale and scope are dependent on where the event will take place. MJ to discuss with Village Store and make arrangements as appropriate, noting event licence and market licence maybe cause restrictions.</p> <p>Look to get a date in the diary for a Christmas Fair 2026 and also dates in the summer for a local Farmers Market.</p> <p><u>Action:</u> MJ to follow up with Village Store on stall feasibility and options <u>Action:</u> MJ to get details of Market Licence Requirements <u>Action:</u> RW to follow up with Events Licence to see if this will be accepted within the timescale</p> <p>11. <u>Workstreams</u> Agreed that the workstreams that had been set up previously needed revisited following changes to the committee after the AGM. JJ is only remaining member of Fundraising (grants) work stream and EB& RW only remaining members of Events stream.</p> <p>Workstreams to be carried over to next meeting</p>	<p>DS</p> <p>MJ</p> <p>CG</p> <p>MJ MJ RW</p>
4.	<p><u>AOB</u></p> <p><u>Events</u> The Halloween Party was a great success with 31 children and around £90 contribution to funds</p> <p>The Ceilidh was a success, but late ticket sales meant it was at risk of being cancelled. About £100 raised which will be kept for float going forward. Another ceilidh planned 23 January. Discussion about advertising and suggested banner for event, ticket purchase through Eventbrite or the Village Store and advertising on SCIO newsletter and socials.</p>	

	<p><u>Meeting arrangements</u> Going forward consider having a set number of meetings with formal minutes and workstream / working meetings which do not have formal minutes. Agreed next meeting will be a working meeting with a focus on the QMU project development.</p> <p><u>Wasps</u> There was a report of Wasps in hall. There was no sign of these during the meeting, although soe had been seen during a recent party. They may have moved on in the cooler weather.</p> <p><u>Bouncy Castle</u> The booking secretary has had a request for an indoor bouncy castle and would like a view on whether the committee would allow this. Following discussion, agreed that bouncy castles have been used indoors. The bouncy castle should be from a recognised company with insurance and a risk assessment carried out.</p> <p><u>Donations</u> SCA had started setting up Gift Aid but this had not been completed. It was agreed that this should be reinvestigated <u>Action:</u> CG to investigate registering for Gift Aid</p>	CG
	<p><u>Next Meeting</u> 17 November 2025 7.30 Fletcher Hall</p>	