

SALTOUN COMMUNITY ASSOCIATON (SCIO)

Minutes of Board Meeting held on Monday 19th January 2026 at 7.30pm in the Fletcher Hall

Attendees: Mike Jeans (MJ) (Chair), Clare Galloway (CG), Brian Beattie (BB), David Stevenson (DS), Elaine Barratt (EB), Rachel Thompson (RT), Jill Jeans (JJ), Naomi Matos (NM)(Booking Secretary)

Apologies:

Item	Description	Action
1.	<u>Apologies</u> No Apologies	
2.	<u>Approval of Minutes from previous meeting</u> After over 10 years of being an active member of the Saltoun Community Association SCIO Rhona Wilson has stood down to pursue other interests. She has kindly volunteered to continue to support the Easter Egg hunt and Halloween party for which the committee is very grateful. Vote of thanks for support over the years. Final minutes October 2025 approved and to be added to the website Action: Save minutes in relevant folder and website	DS
3.	<u>Matters/Actions Arising</u> 1. <u>Board Meeting Arrangements</u> Working meeting held December 2025 – review of year and agreed key objectives moving forward • create a greater sense of "community" within the village by creating a calendar of regular socials / events that appeal to varied age groups. Fletcher Hall being the centre of all • increase hall utilisation from its current 17% • lighten the load on the SCA committee by minimising the amount that is expected of them in effort terms • develop a working partnership with the Village Shop so that they become the key food and drink supplier for the majority of our activities • develop a funding plan that is supported by donations • target key hall improvements on the back of the funding / donations plan that are visible and tangible thus providing the opportunity for further bookings [we have a starter list] Agreement to hold quarterly minuted meetings. Dates for 2026 to be booked into the hall calendar and included in the newsletter for anyone from the community to attend. <u>Action:</u> Propose dates and once agreed request for them to be added to the booking calendar JJ noted that the OSCR registered address is still Upfield, East Saltoun. Needs updated to Fletcher Hall. <u>Action:</u> Update OSCR website NM queried what would make a booking a 'regular hire' and therefore qualify for the reduced booking rate. Agreed that 4 bookings would make it a 'block booking' with reduced rates. Any subsequent bookings would be at the reduced rate.	CG CG

	2. Finance Update BB – 2024 accounts submitted and 2025 accounts in progress. Account income fluctuates but there is a trend of lower income over the last three months. The account balance remains healthy in the short term, but this may cause issues in the future. CG – Gift Aid registration complete and can back date claims for previous donations. <u>Action:</u> Develop a Gift Aid Declaration form and update membership form 3. Funding Update MJ has had constructive conversations with - Area Partnership (funding support or social day events) - CORRA (funding for outdoor equipment – picnic benches, bike racks etc.) - Business Energy Scotland (surveyor to identify any potential funding for building and energy improvements) <u>Action:</u> Progress funding applications 4. Hall H&S Update Grant Fraser is the asbestos contact in ELC. All councils are inspected by HSE and this year Fletcher Hall was selected as part of the audit for council supported assets. Council and HSE inspection carried out 19/01/26. Feedback is asbestos management and controls acceptable. Report will be sent to us when complete. Discussions acknowledged the likelihood of ELC not having capacity to support the hall in the medium/long term. 5. Activity Planner Discussed proposed calendar of events for the year. Daytime and evening events in partnership with the Village Store providing refreshments. Potential for subsidised catering for daytime sessions through Area Partnership. No fees for daytime socials with the expectation of funding Set donations on the door for evening events and % of catering intake from Village Store Agreement to commit to the events scheduled to end of April and review numbers before committing to the remainder of the year. Once farmers market date confirmed advertise for February – April. <u>Action:</u> Create poster for circulation via email and social media Agreement to run monthly takeaway vans until April and review numbers. Suggestion to acquire picnic benches to allow communal eating in better weather. <u>Action:</u> Source vans and agree terms 6. Google Business Workspace Workspace available (cost free for charity). DS has set up all committee for access and email should have been received by everyone. <u>Action:</u> Log in and create a new password. Once committee access confirmed and shared space created, files can be transferred from SaltounVillageHall account.	CG MJ/BB CG/NM NM All
4.	<u>AOB</u>	
	<u>Next Meeting</u> 23 February 2025 7.30 Winton Arms	