

Date and Time	Minute of Meeting Monday 9 th January 2017
Location	Community Room, Cannich Hall
Present	Alan Hood (Chair)(AH), Jane Stokes (JS), Carrie Fraser (CF), Alex Henderson (AxH), Aimee Lawson (part) (AL)
Apologies	Brad Collins (BC),

Item No.	Details	Action
1.	Apologies	
	<ul style="list-style-type: none"> ▪ Brad Collins 	
2.	Minutes of previous meeting and matters arising	
	<ul style="list-style-type: none"> ▪ The minutes of the previous meeting dated 5 December 2016 were agreed as a true record of the meeting Proposed Alan Hood Seconded Jane Stokes ▪ Carrie to forward Accounts info to Ritsons ▪ Aimee to pursue outstanding invoices ▪ Alan to contact Business Stream re Charitable Status ▪ Confirmation that Soirbheas Grant Feedback submitted ▪ Meeting with W Gray to be arranged 	CF AL AH AH AH
3.	Housekeeping and Maintenance	
	<ul style="list-style-type: none"> ▪ Repairs – Various repairs had been undertaken and it was agreed to arrange the painting of the Community Room using the Maintenance Contract procedure ▪ Management Folder – Aimee asked for additional check lists to be inserted in the folder • Leak in Hall Ceiling – No further occurrence assumed condensation • Decorating – Prices to be obtained for complete redecoration. Internally and external windows and doors • Maintenance Log – It was agreed that this should be presented and discussed at every meeting 	JS AH JS/AH AL
4.	Bookings	
	<ul style="list-style-type: none"> • Director Responsibility – It was agreed that Brad would be the director responsible for bookings • HallMaster – System up and running some teething issues which Brad working through with Aimee • Meeting Report – It was agreed that the following report would be prepared for each meeting 	BC

	<ul style="list-style-type: none"> ○ Bookings taking place next month ○ Booking made last month ○ Outstanding payment for bookings 	
5.	Governance	
	Motion Picture License Committee – Invoice had been received and requirement to be added to Governance schedul	AH
6.	Finance	
	<ul style="list-style-type: none"> ▪ Carrie provided update on Finance <ul style="list-style-type: none"> ▪ Operating income for the month: £1,847.00 ▪ Expenditure for the month: 821.00 ▪ Cash in bank: £ 10,083 ▪ A forecast of cost and income for the Hall was presented and discussed. No concerns raised ▪ Energy Consumption – it was agreed to review electricity costs for next meeting 	CF
7.	Funding	
	<ul style="list-style-type: none"> ▪ Hall Flooring – It was agreed to undertake the following Review procedure associated with Community Participatory Budget Speak to Soirbheas about potential application 	AH AH
8.	Events	
	<ul style="list-style-type: none"> ▪ It was agreed to produce a list of annual events at next meeting 	
9.	Correspondence	
	<ul style="list-style-type: none"> • None to note 	
10.	AOCB	
	<ul style="list-style-type: none"> ▪ Rewilding Scotland – The group associated with investigating the possibility of this project had asked if they could be a sub group pf SACC. This was agreed in principle with the following conditions <ul style="list-style-type: none"> ▪ Sub Group must comply with Articles of Association ▪ Sub Group must always have one Director of SACC present ▪ It was agreed to seek further advice in connection with sub groups/ charities etc ▪ New Directors / Office Bearers It was agreed to advertise for new directors and position of Secretary 	AH AH
11.	Date of next meeting	
	The next meeting will be held on Monday 6 th February 2017 in Cannich Hall at 7:00pm.	All to note.