

Date and Time	Minute of Meeting 8 May 2017
Location	The Loft, Cannich Hall
Present	Alan Hood (Chair), Janes Stokes, (JS), Brad Collins (BC), Robin Sproul (RS), Ele Forster (EF), Gary Butler (GB), Carrie Fraser (CF), Alex Henderson (AxH)
Apologies	

Item No.	Details	Action
1.	Apologies	
	<ul style="list-style-type: none"> ▪ Apologies received from Carrie Fraser and Alex Henderson. 	
2.	Minutes of previous meeting and matters arising	
	<ul style="list-style-type: none"> ▪ Alan to Hood to send a copy of previous Directors meeting minutes to Brad Collins for uploading onto website. ▪ Water Rates Exemption application has been submitted. ▪ Moray Fire have now made their visit. ▪ Check whereabouts of Insurance Certificate with The Highland Council and obtain a duplicate certificate of insurance if necessary; check to ensure correct correspondence address. Clarify position with regards to Employers Liability Insurance. ▪ Membership Secretary to be added to the list of Director Responsibilities. ▪ The minutes of the previous meeting held on 3 April 2017 were agreed as a true record of that meeting: <ul style="list-style-type: none"> ○ Proposed: Gary Butler ○ Seconded: Jane Stokes 	<p>AH/BC</p> <p>GB</p> <p>AH</p>
3.	Governance	
	<ul style="list-style-type: none"> ▪ Check status of Public Entertainment Licence to ensure all up-to-date and record expiry date; ▪ Research relevant guidance to establish whether or not formal PAT testing is needed or whether a less formal assessment based on risk would suffice. This item to be discussed at the next meeting to establish an agreed approach going forward; ▪ FITS meter reading to be taken before 16 June 2017; 	<p>RS</p> <p>BC</p> <p>AH</p>
4.	Events	
	<ul style="list-style-type: none"> • Responsibility for Events to be handed over to Ele Forster (Promotions Manager / Events) 	AH/EF
5.	Finance and Accounts	
	<ul style="list-style-type: none"> ▪ It would be useful to find out whether or not the Village Hall Grant 	CF

	<p>still up and running and available. Carrie to contact the Ward Manager to find out whether this grant is still in place and available;</p> <ul style="list-style-type: none"> ▪ Recent financial commitments for recent ongoing repairs had been higher than anticipated and perhaps a further degree of realism was needed to ensure that the repairs allowance remained adequate and reflect in financial forecasts. Alan to review in conjunction with Carrie; 	AH/CF
6.	Funding	
	<ul style="list-style-type: none"> ▪ Grant offer from Soibheas to part fund the replacement of the hall floor totals £2312.50. ▪ Additional finance is still needed to supplement the Soibheas grant to allow for inflationary pressure. It was agreed that work should continue to identify other possible funding opportunities including:- <ul style="list-style-type: none"> ○ Innes & Mackay (or equivalent); ○ Spar ○ Foundation Scotland ○ Co-op ▪ It has been sometime since quotations for the hall flooring had been received and it was agreed that these should be updated / refreshed to ensure that they remained valid and affordable. Alex to contact the prospective contractors to update / confirm as necessary. 	JS BC AH GB AxH
7.	Bookings	
	<ul style="list-style-type: none"> ▪ In the region of £2.8K may be outstanding on bookings. ▪ Carrie to review list of payments by direct bank transfer to establish whether these payments have been missed and still appear as outstanding on bookings. ▪ It was agreed that the list outstanding payments should be reviewed and sent to all Directors before the next meeting to allow for further discussion on this matter. 	CF BC / CF
8.	Housekeeping	
	<ul style="list-style-type: none"> ▪ The hall keeper is scheduled to be on holiday over the period 12 May to 7 June 2017 and suitable cover needs to be put in place to cover this. Several options were discussed and it was agreed that Brad would look into these. ▪ Mailbox key for Gary. ▪ Key register to be updated. 	BC AH AH
9.	Correspondence	
	<ul style="list-style-type: none"> ▪ Invoice for drains @ £663.00 to be passed to Carrie to enable the SACC to make a financial contribution toward the overall cost of the works. 	AH / CF

10.	NHS Doctors Surgery	
	<ul style="list-style-type: none"> ▪ Doctors Surgery Questionnaire to GPs to gain feedback on the quality of facilities provided by the hall. 	AH
11.	Community Development Trust	
	<ul style="list-style-type: none"> • Items to consider include:- <ul style="list-style-type: none"> ○ SACC Board / Hall Partner Group ○ How to communicate change to members ○ Any changes to Articles of Association ○ New Business Plan ○ Criteria for acceptance of Partner Group ○ Partner Group Terms of Reference ○ NHS Nurses House ○ Strathglass Community Fund • Robin to review options for communicating proposed changes to members. • Directors to consider whether they wish to remain as a Director of the newly established “Strategic Board” or whether they might wish to retain a position on the Hall Partner Group. • It was agreed that Community Development Trust matters should be discussed at a separate meeting to be held on Monday 15 May 2017 in Cannich Hall at 7.00pm. 	RS All
12.	AOCB	
	None.	
13.	Date of next meeting	
	The next meeting will be held on Monday 5 June 2017 in Cannich Hall at 7.00pm.	All to note