

Minutes Directors' Meeting 02/03/2025

Meeting opened: 10:10

Present: Noelle, Richard, Ann, Andy, Linda, Gemma, Heather, Josie, Russell, Gabriel

Apologies:

Treasurer Report:

Current Account Balance: £815.20 **Reserve Account Balance:** £ 15,237.77
Interest: £76.75
£19.82 (Nov), 21.90 (Dec), £20.43 (Jan), £14.60 (Feb)

Deposits: £80 – Christmas markets
£37 – mulled cider sales at Christmas markets
£125 – Christmas party takings
£40 – hall red tin

Payments: £197.96 – SSE final account
£150 – fine from Companies House
£5.60 – energy loan repayment
£ 11.88 – deer post for signs
£151.98 – projector
£3320 – Stewart's Flooring
£71 – UN advertising
£790.32 + £265.86 – Octopus (Sept to Jan)

To be Paid:
£200.52 -Logic Alarms

- Heather was granted permission to transfer £1,000 to current account to allow on-going expenses to be paid
- Heather has contacted MacKay & Co, (Ricky Finlayson) and they will take us on as a client. The Board agreed to employ them so Heather will engage them as our accountants. She will send them the cash flow details and an example of last years tax return and ask them for an estimate of cost of preparing 2024 accounts.
- Heather will also talk to them about software requirements for bookkeeping.
- Account will be ready for presenting at AGM and approved by Board before that

Ann circulated a rough summary of 2024 accounts so that figures might help planning for 2025 events and requirements.

Catch up on things

- **Fire alarms** inspection(13/2)– sounder was not working in hall so technician swapped banshee from panel to main hall. He also renewed battery in the main panel.
- The fire alarm has been going off a lot in last 3 weeks and fault appears to be in the older alarms at the bottom of the stairs or upstairs so it was decided to get Logic Alarms to change these on their next annual inspection.
- **Hygiene inspection** (06/02)– HC Health inspector made several reported faults and some recommendations. All achieved now and current compliance certificate will be issued.
- **Fault** still needing fixing (1 month time limit) is the need to get the **flaking paint** on wall painted. It was suggested that due to ongoing damp problems it would be better to put splashback on the wall to a higher level than present. **Richard** will see if he has a piece suitable for the work.
- Copy of **house rules** (Time limit to comply was 2 weeks) have been accepted and put in kitchen. Need to calibrate temperature probe every month but definitely before events. Need to record reheating temps. Ann showed House Rules drawn up and explained recording system. Several Board members have completed Basic Hygiene course so can act as Supervisors. Gemma (current), Heather, Ann, (and who else?? - sorry didn't get it down) lapsed. Gabriel's kitchen is "approved" so food can be prepared there and brought to the hall. **Noelle** will enquire at MacPhail centre to see if they will organise a Basic Hygiene course and if there is subsidy available for community groups.
- It was decided that all Board members need a training session on Emergency Procedure, and kitchen management so all are able to supervise hall events. **Ann** will conduct this at the next Board meeting. **Ann** to update recording system to reflect who has done this training.
- **Recommendation** that all do an allergy course. This is free on-line at <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool>. **Andy** will email this to all ELKCAL members so that volunteers at events are aware as well. **Ann** will print and laminate a information poster for display at events. We also need a sign like Tessa has saying that allergens may be present.

Report on Ceilidh – Russell

- The night went very well with a nice mix of dancing, socialising and music by band and village children.
- A designated "band site" is needed to prevent accidental damage to instruments etc, possibly in storeroom corner and with a portable raised platform.
- Russell was proposing an open Jamming session for the region as the hall is in a excellent position in the middle of a wide catchment area. It was decided to hold the first one at the end of May with a £2 donation into the red tin to cover the cost of heat, light and tea, coffee.

Ongoing Business:

- **Hall Improvement/Maintenance** – work to be done
 - repair door frame on outside storage area
 - **General dampness increasing again** - entrance porch, both upstairs rooms, porch storeroom and café area, kitchen, chimney. Situation needs further investigation urgently.
 - Painting of new eating area
 - Change of electric switch in new eating area
 - Kitchen wall has been refilled has started flaking again. Splashback needs to be done in 1 month limit. **Richard**
 - Disability Access- fine scalps to make the path more suitable. **Andy**
- **Purchase of the Hall** – Highland Council approved CAT on 29th January and we have 6 months to get offer in.
 - To engage Macleod & MacCallum all directors need to file information with them (need current email address). **Ann** was directed to ask for an estimated cost once details of work are known and to keep Board aware of ongoing charges so that decisions can be made about how much money is to be outlaid

It was resolved that from today's date, Ann David is authorised to instruct Macleod & MacCallum Limited on all work involved relative to the Purchase of the former Assynt Primary School, Elphin, By Lairg, Sutherland, IV27 4HH in relation to the Company and the Company shall treat said instructions as binding upon it. All in favour

- Mac & Mac have been given original Feu Disposition and Inland Revenue map relevant to the title. Ann will continue in contact with Corra Irwin (via elkcal@hotmail.co.uk so that all board can see correspondence) and report back to Board. If Board members do not have password to email account please contact Andy or Ann.
- Funding possible from Community Land Scotland. To get funding and to own the land our constitution needs to be updated to 2003 regulations, so we need to define boundaries of full membership. Possibly IV27 4HH, 4HL, 4HF, 4HD and IV26 2XY or redraw a map. It was suggested that a "X mile radius" definition would work. **Richard** is going to look into the best way to move forward.
- Changes will need to be made to the constitution at the AGM to set the rules for "Full Members", who can sit on Board and vote and "Associate Members" who support ELKCAL. **Ann** will draw up proposals for approval and next meeting.
- **Heating, Lighting and Energy**
 - We switched to Octopus Energy for our electricity on 12th Sept Rate is 28.4p/unit, no standing charge fixed for 12 months
 - Because of stuff up in change over we have a final SSE bill of £197 which is really until September and then Octopus one of £790 which is really for September to December. All organised now. (latest bill is £86 for month of February)

Other Business

- **Spinning Group** – Ann is trying to set up a once a month spinning group as the hall is central to the area. Participants pay £2 into red tin .
- **Russell** inquired about hall hire for a memorial service for Andrew Bluefield if family want it. Rates are up to 6 hours - £100. This lead to a discussion about Hall Hire.
- **Increasing Hall Hire** – Discussion was held about how suitable the hall would be for lots of groups, eg. Photography courses, so it was decided to try and increase awareness that the hall is available for hire.
 - **Gemma** to investigate registering a new website domain name “Elphin Hall” and link it to current website.
 - **Ann** to put booking information in Ullapool News “What’s on in Elphin Box”
 - It was suggested that a different facebook page be set up rather than just use Chicken Day page.
- **Planning for 2025 events**
 - **AGM** – 26th April, at 7pm
 - board stepping down (1 third) are Andy, Ann and Gabriel. Gabriel is happy to stand for re-election. Andy and Ann both indicated that they will stand for re-election but will not take on current Board positions.
 - **Everyone** to ask around to see if we can get anyone else interesting in joining the Board (A maximum of 12 members)
 - **Noelle** suggested that to strengthen Board roles that a “co” position be created for Board roles. Like an understudy, so that that person would take on the role the following year.
 - **Richard** had previously suggested that major Board duties be divided up and distribute to more Board members. This was thought a good idea so **Andy** and **Ann** will list their duties and then these can be divided into groups which can be shared with other Board members on a yearly basis.
 - Constitution changes - possible change to membership rules to be presented to next meeting for approval **Ann** and **Richard**
 - **Everyone** to visit newcomers to let them know about ELKCAL membership
 - **Chicken Day** – current outbreak of bird flu in Scotland so probably not be able to have chickens. Maybe change the format and have a crofting/ rural theme with activities around this theme.
 - **Car Boot Sale** - was financially successful but Russell is unable to organise it this year
 - **Curry Night** – all thought this was a good event to continue. Even though it was not a big revenue raiser
 - **Midsummer Fete** –

- **Russell** suggested that a letterbox drop of events be done to let visitors know when something is on. **Linda** will do Climbing Hut, **Russell** will do Caving Hut and he will get Steve Paterson to do it for his Self-catering. **Ann** will do it for Newcroft ask Hilda to do it for Viewhill.

2025 Events

AGM – 26th April, 7pm

Open Jam Music Session – 27th April, afternoon

Meeting closed: 12:28

Next meeting: Sunday 30th March , 10am