

KILCHRENAN VILLAGE HALL SCIO

BOARD MEETING MINUTES

Tuesday 5th March 2024

Present: Brian Burnett (Chair), Chris Goldsmith (Treasurer), Jamie Beamish, Tina Goldsmith, Janice MacEachen, Flora Winter, Lindsay McGowan (Minutes), Rhona Knox, Janice MacEachen, Karen Taylor

1. Apologies for absence
2. Minutes of the Last Meeting – 11th January 2024
3. Matters Arising
4. Treasurer's Report- Chris.
5. Report from Events/ Events Feedback- Tina
6. Resilience Testing
7. Report from Property and Maintenance – Jamie
8. Report from the Funding Group- Janice
9. Report from Social Media, Web Site and Advertising- Lindsay
10. Health and Safety- Lesley
11. Should a portrait of the King be displayed in the Hall?
12. AOB
13. Date of Next Meeting

1. Apologies for absence

Lesley McInnes

2. Minutes of the Last Meeting

Minutes from meeting on 11th January 2024 were agreed, proposed by Tina and seconded by Rhona.

It was agreed all minutes should be published on our website. Lindsay to talk to website developer about creating a page for these.

3. Matters Arising

None.

4. Treasurer's Report- Chris.

Chris circulated his report prior to the meeting.

- Cash Statement and Accounts

Unrestricted funds are down from £22,710 to £21,314. The major contributor to operational performance was £2,810 (last reported £1,947) surplus on the events in this financial year (Quiz, St Andrew's, Pre-Loved Clothes, KDC, Pop-Up pub etc). Fixed Assets included mainly the net cost of the Energy Efficiency project against a budget which also included the net cost of the awning.

- Funding

£20k funding was approved by Carraig Gheal Community Benefit Fund on 29.03.23 in respect of the patio and awning project. To date £16,840 funding has been received against costs incurred. This leaves a balance available of £3,160 and an application made for transfer of this surplus to part fund a replacement shed. The outcome of this application should be known by the end of March 2024.

Funding for energy cost reduction has been received and work completed. The net cost of this project was £576 although funding included a £7,593 loan from the Energy Savings Trust which is repayable over 8 years. The first instalment of that repayment of £88.44 was made on 15th Feb.

50:50 raised £1,883 in 2023 with a further £45 raised in 2024. £134 of prize monies was reinvested (total £2,062) This compares to £1,402 raised in 2022. The majority of renewals are due at end of June and it will be proposed that "investors" set-up standing orders.

- Capital Projects

Currently we are running at an annual deficit which although below budget is not desirable. Therefore, we need to plan capital projects carefully. Potential projects have been identified (AV System, Replacement Shed, Roof Repairs, External Decoration, Awning) and whilst the net cost to KVH after potential grant funding appears to be manageable, the Board is invited to consider prioritizing these works so that costs and funding sources can be firmed up on and final decisions taken about affordability.

Lindsay to obtain AV project quotations.

Jamie to prioritise and estimate maintenance project costs.

- Administration

Following consultation with the Board and Lorraine and Finlay McFee, a cloud based Quickbooks package has been acquired at an initial annual cost of £36.24 rising to £362.40 in subsequent years. Data to this is being uploaded but historic data cannot be as the version is too out of date. The old BoS package has been cancelled.

Card payment machines investigated and Square unit purchased. Paypal account set-up.

Treasurers report and accounts proposed by Janice and seconded by Lindsay.

5. Events Feedback

- Hall running costs

Having monitored the electricity usage over the past 3 months, £10/hour for locals is covering the costs and making the Hall a slim profit. 20C appears to be a good temperature for the hall and the heating can usually go off 30 minutes before the end of an event. Agreed to maintain the hourly rental rates for the time being.

For larger events we'll take a before and after meter reading and charge additional electricity costs by invoice.

- Recent events

We obtained an occasional license, booked a local band (The Disclaimers) and ran a 'Pop Up Pub' on Friday 2nd February. This was well attended and was a profitable event for the Hall. Payments were made considerably easier by using the new card payment machine (Square).

Gordon Binnie from Oban Mountain Rescue came along to the Hall to give a talk on Thursday 29th Feb, which was attended by 23 people and raised over £140 for their causes.

- Regular events

Alongside the monthly Community Library there is now a monthly Coffee Morning or Soup lunch on either 2nd or 3rd Monday of every month. Dates have been reserved for the whole year.

Board to consider reaching out to Naked Veg to see if they would like to join the monthly Community Library, joining Munchcakes and Gilberts. Flora happy with the increased attendance at Community Library and additional resources this has brought to the village.

The Fitness Group has arranged for a yoga teacher to come to the Hall once a week and also a weekly fitness class, so that is two further regular bookings. The Karate Group are continuing at the Hall, but book and pay ad hoc when they can make it.

The regular weekly bookings amount to £85 (Art, Bridge and Fitness).

- Future Booked Events

We have 3 more talks (foraging, storytelling and meditation) being arranged which will be spread between now and the end of the year.

There is a date for the Spring BBQ (4th May), the Spring Quiz (23rd March), the November Ceilidh (30th November- Nicholson Ceilidh band booked) and Kilchrenan Does Christmas (7th Dec). These have been printed in the Church Bulletin which is due to be distributed next week and are on the KVH website.

Two Workshops are being held in April and June. These are both local bookings for the Hall with professionals coming in to teach their crafts for a day. Places are limited and booking is essential. They don't earn a lot of money for the Hall but we as a charity are providing a wider scope of activities for local people.

- Events to Consider

- Summer Family Fun Day
 - Sunday 25th August
- Macmillan bake sale

- Sat 28th September
- Race or Bingo Night
 - October date tbc
 - License to be applied for
- Autumn Quiz
 - Flora to confirm date
- Vinted – Clothes and Home Accessories for sale
 - Rhona and Tina to confirm date

- Considerations

Janice confirmed we can apply for up to 12 alcohol licenses per year

6. Resilience Testing

All went to plan with the resilience testing, with power and comms operating as hoped.

7. Report from Property and Maintenance

Floor will need recoated this year but this needs to be between events to allow time for it to cure and the temperature also cannot be too cold when this is happening. Margaret-Ann to be contacted for background on the previous job and the contractor used.

Some fence posts need replaces. Jamie recommends metal would be a better choice for longevity.

Trees across the burn may need reduced for safety. Clarification required on who owns these.

White lines for diagonal parking at the hall would be beneficial. Jamie to talk to Chris Cowley about this.

Jamie will proceed with the new bar shutter at the presented costs of ~£200.

8. Report from the Funding Group

£3,160 from the previous awning grant has been applied for reallocation to a new shed. The steering group will meet on 25th March to decide on this. In addition to this amount, a further ~£4k will be required.

Lottery funding of up to £10k or up to £20 is available for application. This may fit well with the AV project. Lindsay to source quotations x 3.

Taynuilt were recently successful with Drax funding, which should also be open to us. Janice will look into this.

9. Social Media, website and Advertising

- Social Media

We continue to use Facebook (FB) to promote KVH, which remains the best solution for our needs and resources and is working well for raising awareness and attendance at events.

We are now sometimes asked to use the KVH FB page to promote events that are not anything to do with KVH! I think this is because people see us active on the KIDS page and just assume the only way to post on there is through another page like the KVH page, rather than understanding that anyone can post on the KIDS page. This just takes a little bit of management and expectation setting.

Lastly on social media, we ought to consider ad-hoc budget for “boosting” posts for events where we really need more sign-ups or ticket sales. A trial of this boost function showed there is a huge increase to who see the post and following the below, we filled this workshop (unboosted post from OMR rescue talk shown as comparator):

- Website

The events page is continually updated with new events and the blog is updated once a month. Having areas like this on the site that are dynamic and not static will be important in people finding us online through Google searches.

Lindsay will work with the website developer to create a new page for publishing meeting minutes.

- Blog

We have had the following blogs since we started publishing:

- "Exploring the Delights of Argyll Chanterelle Mushrooms " by Maria Soep
- "The Importance of the Argyll Beaver Centre in Knapdale, Argyll" by Chris Goldsmith
- “Time-Honoured Traditions of Popular Christmas Foods” by Pip Pedley, Chef at the Kilchrenan Inn
- "Democratising Car Ownership- The Evolution of EVs and an Integrated Energy System” by Andy Mouat

For March I am hoping Clare Bryden is going to supply us some poetry. We have discussed some other ideas and need to contact people and get their thoughts (i.e. long-standing village residents).

- Print Advertising
 - Leaflets

The recent leaflet drop was very successful and I think some of the increase in attendance at the coffee morning in particular was due to this, as not everyone is online. Thanks to Board members who helped with the distribution. Another one proposed for mid/ end April which takes us through all summer events.

10. Health and Safety

Lesley has drafted a Health and Safety Statement which should be adopted by the Committee if they are happy with it. She has discussed it with Ivan and used the Health and Safety Executive website for this. Lesley has also shared the Health and Safety page from HSE which spells out our responsibilities, which she is working her way through.

Lesley is providing answers to questions from our Insurance Company and have gone through them. Most are straight forward but there are a couple that require some work, such

as documentation. For example, we have a safety schedule which is done every 4 - 6 weeks but the insurance question suggests this should be weekly. Although not onerous, it does seem a lot for what we do and our hall. However, if we sign up for it without amendment then we need to have documentation to demonstrate compliance.

As Lesley sends her apologies for this meeting, the Board will further discuss these matters at our next meeting.

11. Should a portrait of the King be displayed in the Hall?

We have had an offer from Argyll and Bute Council to be given a portrait of the King to display in the hall. A unanimous “No” vote, as this was not deemed to be appropriate for an inclusive Village Hall.

12. AOB

Chris Cowley has proposed a bus stop in Kilchrenan outside the Village Hall. Whether or not this happens, the requirement for it and the potential location should be carefully considered.

The Constitution may need to be reviewed as it is now quite out of date and in parts not suitable for purpose. This will be discussed at our next meeting.

13. Date of Next Meeting

Tuesday 30th April 2024 7pm