

KILCHRENAN VILLAGE HALL SCIO

BOARD MEETING MINUTES

Tuesday 30th April 2024

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

1. To receive a presentation by David Price to discuss options on the purchase and funding of AV equipment.
2. Apologies for absence
3. Minutes of the Last Meeting – 11th January 2024
4. Matters Arising
5. Treasurer’s Report- Chris.
6. Bank Signatories
7. Report from Events/ Events Feedback- Tina
8. Report from Property and Maintenance – Jamie
9. Report from the Funding Group- Janice
10. Report from Social Media, Web Site and Advertising- Lindsay
11. Health and Safety- Lesley
12. AOB
13. Date of Next Meeting

1. David Price Presentation- AV

David confirmed the following specifications were of most importance:

- Projector
 - 5000 lumens
 - Consideration of rear projection depending on where screen will go.
 - If rear, short throw is important to consider.
 - Ceiling mounted likely best.
 - Cabling in ceiling walkway space.
 - Bluetooth and wireless capabilities.
- Speakers
 - Flexibility to allow announcements (e.g. quiz or BBQ), music, cinema (needs stereo), live sound (e.g. drama, music, spoken word) needs real-time control of sound level and frequencies.
 - Power of 500W RMS or above.
 - Easy storage or slim enough to store in hall permanently.
 - Bluetooth and wireless capabilities.
 - Lithium batteries if we want to avoid 240V supply.

- Mixer to be considered if future needs mean it would be beneficial.
- Current recommendation from Lindsay, the LD Curv 500PS appears to fit KVH's requirements best.
- Throat/ lapel mics will be needed.

David confirmed that Taynult Village Hall will lend us a Roland Cube speaker for playing music at this Saturday's Spring BBQ, as we may also want to consider this as an audio option.

David also suggested we engage with a professional AV technician when it comes to install, so we achieve the best arrangement.

2. Apologies for absence

Karen Taylor

3. Minutes of the Last Meeting

Minutes from meeting on 5th March 2024 were agreed, proposed by Chris and seconded by Tina.

Lindsay confirmed the website developer as of yesterday had created a page on our website so we can start to upload documents such as minutes and the constitution.

4. Matters Arising

None.

5. Treasurer's Report- Chris.

Chris circulated his report prior to the meeting.

• Cash Statement and Accounts

Unrestricted funds are ~£600 up from that reported at the last Board meeting- just under £22k. The major contributor to operational performance continues to be from events (Quiz bring the largest contributor), up to ££3,671 from £2,810 last reported. 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. An application was made for transfer of this surplus to part fund a replacement shed but unfortunately this has been unsuccessful and we must use the surplus for an awning project by the end of July.

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 has now started repayment at £79pcm.

50:50 raised £1,883 in 2023 with a further £135 (up from £45 last reported) raised in 2024. £288 of prize monies was reinvested (total £2,306) 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. Lindsay and Chris are liaising on the promotion of this.

- 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) with a total cost of ~£70k, so finding and grant applications are crucial. Whilst the net cost to KVH after potential grant funding appears to be manageable, the Board is prioritizing these works so that final decisions taken about affordability.

It was decided that the outdoor redecoration and AV system would be prioritised for 2024. Jamie and Lindsay are managing these two projects respectively.

- 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.

Finlay and Lorraine did a huge amount of work on this and continue to assist with financial record keeping. The cost of this if undertaken by an outside accountant would be several hundred pounds. It is therefore proposed that KVH give them a £100 voucher for the Kilchrenan Inn, in appreciation of their efforts. The Board agreed to this.

Following their adoption in March, The Report and Accounts for the y/e 31.10.23 have been filed with OSCR.

6. Bank Signatories

Rhona will be added as a new signatory.

7. Events Feedback

Spring BBQ was the main point of discussion with actions being agreed and allocated relating to the food, shopping, bar, BBQ and kitchen duties, entertainment/ games/ tombola. More donations are needed for the tombola. Lindsay will post a request on social media.

It was agreed that we would speak to Karina from Cromka at the BBQ and see if she is open to catering the November St Andrew's dinner-dance.

8. Report from Property and Maintenance

The new back door is now fitted.

Quote received for outdoor masonry repainted (two coats) - £2,950.

Quote received for replacement fascias, soffits, guttering and downpipes- £9,950.

Jamie will continue to proceed with indoor décor jobs as and when time and hall use allows.

It was decided to proceed with the outdoor painting before winter if possible, and also the shed repairs that were previously quoted ~£800.

9. Report from the Funding Group

The awning funding surplus of £3,160 must be used for some sort of awning project by the end of July. We cannot transfer it to another activity. This discussion will be continued outside the Board meeting.

We can reapply for a new GreenPower grant of up to £20k, but this cannot be for an awning project.

We could apply to the lottery for funding for the awning, but would need to align the grant towards community support, resiliency, safe/ warm/ community spaces etc for the best chance of being successful.

The replacement shed and floor-resurfacing are not considered as urgent, when it come to consider for grant applications, and can be reconsidered in 2025.

10. Social Media, website and Advertising

No changes to report. Website and Facebook still working well for us.

Lindsay will start to upload meeting minutes to the new resources page on the website.

One point of note is how much we are using FB to promote events, talks, groups and workshops. We need to be careful we don't just promote things as soon as we know they are happening, because we can easily start encouraging people to just scroll past our posts due to "KVH exhaustion!". Promotion needs to be done on a running basis, with the closest events being given the highest priority and then, as other events get closer, we start pushing them more.

11. Health and Safety

A full fire evacuation needs to be performed. The fire service would come out to support this if we felt this was useful. Lesley will circulate the fire plan.

Health and Safety inspection has been performed (e.g. plug points, exits etc).

It is recommended that we do a risk assessment for each event. Tina has circulated a previous template. Lesly to look and see if this or another template might be best.

12. AOB

- Oven

This problem has been fixed and the oven is lighting as it should.

- Painting of Iona in the hall

This has been generously gifted to the hall by an anonymous donor and is now hanging on the back wall. KVH is very grateful for this!

13. Date of Next Meeting

Wednesday 26th June 2024 7pm