

**ACHMORE COMMUNITY HALL ASSOCIATION**  
**Minutes of meeting Wednesday 3<sup>rd</sup> June 2026**

1) Present: Ellanne Fraser, David Kemp (Chair), Mhairi Macrae (Treasurer), Angie Gibson (Bookings Clerk), Melanie Prytz (Secretary) Olivia Loughlin, Marion Howat,

2) Apologies: Ruth Mockett, Kate Tomlinson, Patti Heaviside.

3) Approval of May minutes: Ellanne approved the minutes and Olivia seconded the minutes.

4) Treasurer's Report:

The current bank balance is £12,404.18

5) Booking Report:

Tai Chi have put Monday evening classes on hold until september.

Bakka Frost have booked the hall for a meeting 3-6pm on 21<sup>st</sup> July.

6) 100 Club: 1<sup>st</sup> Prize Jane Caithness

2<sup>nd</sup> Prize Connor Fraser

3<sup>rd</sup> Prize Patti Heaviside

7) Correspondence:

Zurich Insurance. Amount due this year £1,211.87

They have set up the Insurance for the new SCIO to go forward accordingly.

SLCVO regarding membership

8) Matters Arising:

a) **Hall Governance/Legal**

**i) SLCVO Membership:** The committee agreed to continue with Hall membership of the SLCVO and an annual donation. Contacts for SLCVO are Angie and Olivia.

**ii) ACHA Wind Up/ and transfer of Assets to new SCIO:** This is in process with FMS Solicitors in Kyle. Mhairi is looking into CO-OP Community Fund and RBS Community Fund to help with the conveyancing fees.

**iii) OSCR Annual Trustees Report:** Mhairi has done a draft report that she will send through to the committee.

**iv) Electricity contract/VAT/complaint update & Utility Aid/smart meter:** Mhairi is following up all of the complaint procedure with SSE with rigor and detail. She is also trying to ascertain with HMRC the correct VAT amount to be paying to SSE with help from SCVO. Our annual usage falls below the threshold for paying above 5% VAT, but SSE Auditors have required us to provide extra detail to claim charity VAT band.

The Smart Meter was installed early in May and is producing readings that SSE are now getting. Mhairi reported that Utility Aid are willing to help with a better electricity deal and pay in tariff once the complaint procedure has been resolved with SSE.

**v) Liquor License:** Kate in training. Hall has paid the fee.

**vi)Risk Assessment on 5 Year Schedule:** The risk assessment listed for April annually on the 5 year schedule is being looked into? Mel will follow up with Jackie and David will research the Health and Safety Executive requirements.

**b) Hall Maintenance**

**i)Macregors:** The six monthly check of the fire alarms/lights was due in April as per our contract. Angie will follow up with them.

**ii)New Gallery Roof Leak:** Duncan was going to investigate. Mel to follow up

**i)Hall Lighting:** Mel to follow up with Jim on LED tubes progress.

**iii)New Shed Update:**Mel has given the revised dimensions to Joe's Sheds 3.3mx2m to fit the original orientation. Duncan to be followed up on base build and a suggested completion date by end of June. There will be some spare funds that need to be allocated before the bank account is closed with agreement from the funding body.

Patti to follow up re an electrician quote for potential shed power/lighting.

**iv)Garden Tidy:** Thanks to Duncraig Nursery for supplying some bedding plants and to the cubs for helping Kate do the planting and weeding. Kate and cubs to be followed up to see if they would like to do more gardening around the hall towards their gardening badge.

Kate has done a first mow of the grass. Who to continue during the summer?

**c) Fundraising**

**i) Table Top Sale/Quiz Night: Saturday 9<sup>th</sup> May:** The events went well despite fairly low numbers during the day sale.

Table top sale: £86.49 baking, Fees £40, donated items £20. Total £146.49

Quiz Night: Total £266.82

**ii) Hall Hire/Charges:** It was agreed the Hall Hire information should now include details about leaving the Hall in the same state as it is found in and to provide for a cleaning arrangement option as part of the booking fee if required. Hire details also to include notice of a follow up cleaning fee if the Hall is not left in a satisfactory state.

**iii) Film Nights:** Olivia followed up with 'Way Out West' in Glenelg but they only show charitable screenings. She will continue to investigate options, including setting up a club under the new SCIO. Lizzie has donated a film screen

**iv) Games evening:** to be arranged

**v) Growers Hub:** to be arranged later in season

**9) AOB**

**Meeting in July:** Mel proposed we schedule a Hall committee meeting in July (normally a meeting free month) for whomever can attend, to keep business continuity and avoid a backlog in August. The committee agreed.

**Meeting closed 9.31pm**

**Next meeting Wed 1<sup>st</sup> July 2026 7.30pm**