

Aboyne and Glen Tanar Memorial Hall

Trustees' Meeting

29th Sep 2022

Present: Duncam Robson (Chair), Sheena Duffy, Jan Dawkins, James Littlejohn, Colin Paterson, Ian Paterson, Sam Basford, Martin Ogden (Resilience Group)

Apologies: Alan Birss

Item		Lead	Deadline
1	Minutes of previous meeting		
1.1	Corrections None		
1.2	Proposed Approved Colin Paterson & Seconded by Ian Paterson		
2	Chairman's Welcome		
2.1	Chairman welcomed all those present.	DR	
3	Urgent Matters		
3.1	Decorating, furnishing, and equipping of the Small Meeting Room had not yet been carried out.		
4	Accounts		
4.1	Account Balances The everyday account balance is £23,378.19 at 23 rd Sep, and the refurbishment account £31,372.81 Electricity readings had been submitted and a partial refund of the recent £4,431.93 bill was expected. ArtAboyne had paid the deposit for 2022 but had not yet paid for 2022 usage.		

4.2	Invoices Outstanding - nothing to report		
4.3	Bill Payments due - nothing to report		
4.4	Other Accounts matters - nothing to report		
5	Hall Management & Administration		
5.1	Forthcoming Bookings summary – not available		
5.2	User comments or complaints – one occasional user had complained that the main hall and kitchen were cold. This was an isolated complaint and would be monitored.		
5.3	Special booking requests – one group had asked about a bouncy castle but Public Entertainment Licence did not allow this.		
5.4	Hall operational issues (Chairs stacking etc.) - a recent group had put the trestle tables into the basement instead of the chair store. They would be asked to rectify this.		
5.5	Furniture, Equipment & Supplies issues – an audit of chairs was required and should be carried out annually.	JD	
5.6	Cleaning and General Maintenance issues – a recent wedding had used silver confetti indoors. In future, no confetti at all should be used indoors and only biodegradable confetti should be used outdoors.		
5.7	Booking charges and Fee rates review – DR, JL, and SD would meet on 5/10/22		
5.8	Electricity – contracts were not being made available.		
5.9	Telephone – nothing to report		
5.10	Water Services - nothing to report		
6	Building Fabric & Maintenance		

6.1	External & Landscape – hedge between hall and bowling club needed to be trimmed.	CP JL	
6.2	Joinery & Carpentry		
6.3	Roofing – nothing to report		
6.4	Plumbing & drainage		
6.5	Electrical –	S	
6.6	Heating & Ventilation – nothing to report		
6.7	Painting & Decorating – nothing to report		
6.8	Specialists – nothing to report		
7	Health & Safety Matters		
7.1	Hall Risk Assessment Register – due to be carried out	SD DR	
7.2	Fire Alarm Testing – subcommittee to be set up	CP IP	
7.3	Fire Extinguishers Testing – annual service had been carried out. routine checks to be carried out	SD	
7.4	Issues arising - none		
8	Hall Accessibility		
8.1	Ambulatory, Audio, Sight, other special needs		
9	Marketing & Promotion		
9.1	Hall Promotional Events – Harvest Ceilidh		
9.2	Web Site Development & Maintenance – on going		
9.3	Digital Media (Facebook, Instagram, Twitter, Pintrest, LinkedIn)		
9.4	Promotional Campaigns		
10	Community Group & Stakeholder issues		

10.1	Hall Regular Users Engagement		
10.2	Royal British Legion – condolences book had been left in the entrance hall		
10.3	Bowling Club		
10.4	Tennis Club		
10.5	Aboyne Estate		
10.6	Community Council & Local Councillors - a Civic Gathering would be held in the Boat Inn in October		
10.7	Aboyne Emergency Resilience Group – Martin Ogden reported on progress		
10.8	Paths Network Group		
10.9	Community/Centenary Garden Green Space Group		
10.10	Village Centre Flowers Tubs Group		
10.11	Others		
11	Projects		
11.1	Wee Office Power & Lights Upgrade		
11.2	Hall Generator connection, controls & circuit distribution – thproposed installation by SSE of a generator in the car park would not go ahead		
11.3	Façade Flood Lights		
11.4	Stained Glass Lighting – should be in place		
11.5	Main Hall, Stage, Entrance Hall & Stairway Painting & Decoration		
11.6	External Windows, Doors, Fascias and Gutters cleaning & Painting		
11.7	Foyer External Speakers for Remembrance/Armistice Service – Ron Hay had volunteered his services	JL	

11.8	External Landscaping – SSEN Roads & Paving Changes, Paths Network		
11.9	Community/Centenary Garden, Planting & Greenspace		
11.10	Heating System to First Floor – Meeting Room, Wee Office & Conference Room – Heat Exchange (Ground or Air) with blowers		
11.11	Large Office Upgrade – grant had been applied for and approved.		
12	Any other business		
12.1	A change in the pattern of meetings was proposed to become meetings every fourth Thursday of the month except for December. Unanimously approved.		
12.2	The front door had been found with the bolt not firmly in place.		
12.3			
12.4			
10	Date of next meeting – Thursday 27th October 2022		