

Aboyne and Glen Tanar Memorial Hall

Trustees' Meeting

27th October 2022

Present: Duncan Robson Chair, Sheena Duffy Secretary, Jan Dawkins, James Littlejohn, Colin Paterson, Ian Paterson.

Apologies: Alan Birss, Sam Basford

This meeting would be brief, only dealing with more urgent matters.

Item		Lea	Deadline
1	Minutes of previous meeting		
1.1	Corrections None		
1.2	Proposed Approved by Ian Paterson & Seconded by Colin Paterson		
2	Chairman's Welcome		
2.1	Chairman welcomed all those present	DR	
3	Urgent Matters		
3.1	Updating of meeting room (decorating, furniture, digital) had still to be carried out	JL	5/10/22
4	Accounts		
4.1	Account Balances Everyday current account - £23,378.19 on 23 rd Sep 2022 Refurbishment account remains at £31,372.81 Electricity reading had been taken and submitted and a refund on the last bill of £4,431.93 should be due.	SB	
4.2	Invoices Outstanding ArtAboyne had paid the deposit for 2022 but the percentage of sales had not yet been received.	SB	
4.3	Bill Payments due Nothing to report	SB	
4.4	Other Accounts matters Nothing to report	SB	
5	Hall Management & Administration		
5.1	Forthcoming Bookings summary Nothing to report.	All	27/10/22
5.2	User comments or complaints One occasional user had complained that the hall and kitchen were cold. No other user had complained about this.		

	ScCD group had observed that if weekday rates were to increase, they would not be able to continue.	DW	27/10/22
5.3	Special booking requests One group had asked about a bouncy case, but PEL did not allow it.	SD	27/10/22
5.4	Hall operational issues (Chairs stacking etc.) None		
5.5	Furniture, Equipment & Supplies issues – some chairs had been repaired. More seat pads were required and would be costed	JD SD	2/11/22 9/11/22
5.6	Cleaning and General Maintenance issues Cleaner had complained about silver confetti which had been used recently. No confetti would be permitted inside the building and only biodegradable would be permitted outside.	SD	27/10/22
5.7	Booking charges and Fee rates review – DR, JL, and SD would meet on 5/10/22.	DR	5/10/22
5.8	Electricity Hall is currently out of contract and electricity suppliers were not offering contracts.	SD	27/10/22
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.	JL CP	¼/23
6.2	Joinery & Carpentry Window in Conference Room was being made	DR	27/10/22
6.3	Roofing – gutters were to be cleaned and roof inspected. Morrisons to be contacted	DR	9/11/22
6.4	Plumbing & drainage Nothing to report		
6.5	Electrical Lighting to stained glass in Shrine should be in place by 1 st September.	DR	4/10/22
6.6	Heating & Ventilation Nothing to report		
6.7	Painting & Decorating Quotes had been received but were beyond what could be afforded. Quotes for Main Hall and Stage would be obtained.	DR	Next
6.8	Specialists	DR	4/10/22
7	Health & Safety Matters		
7.1	Hall Risk Assessment Register	DR	30/10/22
7.2	Fire Alarm Testing – fire alarms had been tested. A spare key was needed to reset call points. The call point in the kitchen was damaged and needed to be replaced	SD	9/11/22

7.3	Fire Extinguishers Testing – annual service required	SD	1/9/23
7.4	Issues arising – none.		
8	Hall Accessibility		
8.1	Ambulatory, Audio, Sight, other special needs – stairlift	DR	5/10/22
9	Marketing & Promotion		
9.1	Hall Promotional Events		Next meeting
9.2	Web Site Development & Maintenance		Next meeting
9.3	Digital Media (Facebook, Instagram, Twitter, Pintrest, LinkedIn)	JL	27/10/22
9.4	Promotional Campaigns – Business Gateway /		Next meeting
10	Community Group & Stakeholder issues		
10.1	Hall Regular Users Engagement		
10.2	Royal British Legion – book of condolences had been left in entrance hall	JD	
10.3	Bowling Club Nothing to report	CP	
10.4	Tennis Club Nothing to report	JL	
10.5	Aboyne Estate Nothing to report		
10.6	Community Council & Local Councillors – a Civic Gathering would be held in Boat Inn in October	JL	
10.7	Aboyne Emergency Resilience Group – Community Council reported	MO	
10.8	Paths Network Group	DR	27/10/22
10.9	Community/Centenary Garden Green Space Group – this group had asked if rain water could be collected in water butt. This was not practicable because the down pipes were cast iron.	JL	
10.10	Village Centre Flowers Tubs Group		
10.11	Others		
11	Projects		
11.1	Wee Office Power & Lighting Upgrade – quote to be obtained Roof lights in Main Hall to be converted to LED – quote to be obtained	DR	9/11/22
11.2	Small Generator for the Hall – it was agreed that at the moment this was too expensive		
11.3	Façade Flood Lights	DR	
11.4	Stained Glass Lighting		
11.5	Main Hall, Stage, Entrance Hall & Stairway Painting & Decoration Quotes had been received but were too high. Quotes would be sought for Main Hall and Stage	DR	4/10/22
11.6	External Windows, Doors, Fascias to be painted Gutters to be cleaned, and roof checked by R Morrison	DR	4/10/22
11.7	Foyer External Speakers for Remembrance/Armistice Service	JL	11/11/22
11.8	External Landscaping – SSEN Roads & Paving Changes, Paths Network – cancelled		
11.9	Community/Centenary Garden, Planting & Greenspace		

11.10	Heating System to First Floor – Large Office/Meeting Room, Wee Office & Conference Room – Heat Exchange (Ground or Air) with blowers was the most practicable.	DR	5/10/22
11.11	Large Office Upgrade – Grant had been applied for It was agreed to proceed with decoration and purchase of furniture.	DR JL	5/10/67
12	Any other business		
12.1	A change to the pattern of meetings to become a meeting on the fourth Thursday of the month, except for December when there would be no meeting. Unanimously approved		
12.2			
12.3			
12.4			
13	Date of next meeting Thursday 24 th November 2022 at 7:30pm		