

Minutes from Strathpeffer Community Association Management Board Zoom Meeting

Date: 27th October 2020

Welcome and Apologies:

Present: Peter Walling, Sheila McAulay, Miranda Wharam and Kate Derbyshire

In Attendance: Trish Pettie (minutes)

Apologies: Karen Evans

Actions:

Peter will contact Hayley Cameron, from the Highland Council, tomorrow about the non-payment of the invoices for room rental.

Trish will contact Morven at the Highland Childhood Museum to discuss any Christmas collaborations.

Trish to contact the board and update them on payment of Highland Council rental and also on the bookings that have come in.

Managers' Report:

Report read prior to meeting by board.

Reopening/staffing:

The centre is on track for reopening on the 2nd of November. Carol and Trish are back in the office full time this week behind closed doors and are catching up with a lot from the closure period. Jane is also in full time and is doing a deep clean of the centre prior to opening.

Jane is happy to do any extra hours required to enable groups to come in at night etc.

Trish is happy to go to the centre for any hours worked and would prefer it to working at home.

The hours worked by staff under the new Job Support Scheme will be a minimum of 20% to be able to claim the remainder from the HMRC. We will currently allocate hours dependant on the bookings that come up.

Finance:

Melissa MacLennan is looking at the accounts. Selina has sent in a few questions that we have answered. If Melissa cannot get the accounts in by the extension of the 31st October then she will contact HMRC directly herself.

A.O.B:

Dates for future Board Meetings:

24th November 2020