

# Minutes from Strathpeffer Community Association Management Board Meeting

**Date: Monday 24<sup>th</sup> August 2020**

## **Welcome and apologies:**

Present: Peter Walling, Sheila McAulay, Karen Evans and Miranda Wharam

In attendance: Trish Pettie (minutes)

Apologies: Kate Derbyshire

## **Confirmation of minutes:**

Reading of Zoom minutes from meeting held on 14.07.20; Peter Walling

## **Actions from previous Zoom Meeting**

**Action:** A general statement was written by Peter on behalf of the board to the community, about the current status of the centre and opening and circulated by Trish to the community.

**Action:** Peter chased up the £10,000 grant from the Highland Council for Tenants Business Resilience. In which we were successful and the funds deposited.

## **Actions from this Meeting**

**Action:** Peter to draw up a document for 6 signatories authorising the SGM. Also write a letter for Members to be sent for SGM.

**Action:** Trish to send out the letters and put up notification of the meeting by poster on the outside board, on FB and Website.

**Action:** Trish to draw up an email, to be checked by the board prior to sending, to be sent to all groups and individuals who book at the centre about the opening being delayed until the end of November.

**Action:** Trish to post general notification to the wider community via posters, FB ad Website.

**Action:** Trish to notify Companies House and OSCR of the delay in the submission of the annual accounts.

**Action:** Trish to amend Company Secretary name on Companies House. Sheila McAulay is to be added and Trish Pettie is to be removed.

**Action:** Trish to contact Ben Wyvis Management about the Christmas Market. Inform them that we will not be open to run it this year and discuss what could potentially still run if they were able to. Trish would be able to inform the stall holders and direct them to the Ben Wyvis. Ask if we can have a stall free gratis.

**Action:** Trish to inform staff of opening date and book the Covid training with Tillycroy Training Services, to be done before re-opening.

**Action:** Trish to contact Morven at the Highland Childhood Museum with regards to PPE grant funding information.

## **Managers' Report**

Read prior to meeting by board.

### **Proposed Changes to the Constitution**

Peter wishes to call an SGM to seek approval from the members to make changes to the Constitution and Standing orders. The purpose of this is to help create and manage a Development Trust to benefit Strathpeffer and the surrounding areas. He has determined that he will need to draw up a document for 6 signatories authorising the SGM and is requesting a letter for Members to be sent out as well as a notification of the meeting by poster on the outside board, on FB and Website.

This has been agreed and the date has been set for the 21<sup>st</sup> of September 2020.

### **Centre Re-opening Timetable**

Although the centre could reopen to the fitness groups from the 31<sup>st</sup> of August, we would not be able allow the other groups in yet until possibly Phase 4 of the Covid - 19 government advice. This could take us until possibly mid to end September to be fully open. The Main Hall will however not be accessible to our groups as this is currently being used by the school to allow for social distancing of staff and pupils. It is unknown at this time how long the access to the Main Hall will be restricted.

The Wyvis Room is also currently being rented on a temporary basis by Ross-shire Voluntary Action until they can locate new premises. They are paying £500 per month in advance. The renovation work is imminent with completion currently being given for the 12<sup>th</sup> of November 2020. One of the contractors making a bid has asked if it would be possible to rent the Kinellan Room to allow for a socially distanced rest space for their workers. They have also asked for use of the toilets but we have already suggested that if we were to rent the Kinellan Room that they source porta loos to be placed to the rear of the building. Centre staff and RVA staff and visitors will need access to the toilets as well and this would keep it safer for all concerned.

With all this in mind the board were asked to consider if it was suitable to potentially open for groups in September whilst all this disruption was imminent and also the potential for the Kinellan hire for the construction workers.

It was agreed by the board that the centre should stay closed until the end of November to minimise disruption.

Trish proposed the amount of £700 per month for the hire of the Kinellan Room should it be requested by the contractors. This is just over the amount we would have made in September with the current bookings in the diary.

The Christmas Market hasn't been cancelled yet. It is felt we can work with the Ben Wyvis Hotel and possibly the Highland Museum of Childhood to see if we can still have a Christmas Market in the village. We would be able to direct our current bookings in their direction on cancellation of our event.

Trish has requested that the staff return to work part time from the 28<sup>th</sup> of September to allow administration and finance work to be caught up with. From the end of October, the furlough scheme ends and the staff will return to full time hours to deep clean areas of the premises and to forward plan and encourage bookings for the year 2021.

### **Finance**

The finances are currently stable and the reserves are sitting at their full £30,000 with sufficient funds in the daily running account.

The Annual Accounts are due by the 31<sup>st</sup> of August. Selina Rennie has been in to complete the book keeping element with just the managers report to be amended and sent over by Trish. She has stated that Melissa MacLennan, accountant, will be unable to look at our accounts until September. Emails will need to be send to Companies House and OSCR to inform them of this further delay and ask for advice.

Miranda has asked if Trish has contacted Morven at the Highland Childhood Museum to ask about the PPE grant. This has not been done yet.

### **Dates for future Board Meetings**

A date for an SGM has been set for the 21<sup>st</sup> of September 2020.

No date has currently been set for an AGM until the accounts are completed.

### **AOCB**

Peter has asked that the named Company Secretary be amended on Companies House and proposed Sheila McAulay as it should be a member of the board. Sheila has agreed and Miranda seconded.

Peter Walling has now signed the lease with the Highland Council. The space was rented from the 17<sup>th</sup> of August.

Contractors have been in to survey the rooms and put in bids for the works.

It is estimated at this time that the work should be complete by the 12<sup>th</sup> of November 2020.

It was noted that none of the contractors had included the outside area to the rear of the Kinellan Room for the building of the new enclosed play area in agreement with the council rental.

Peter has been in contact with Hayley Cameron and the requirements for the fence height and ratio of soft tarmac to grass for the space have been sent by Trish