



Crathes Hall  
Minutes of Trustee Meeting  
Tuesday 27 February 2024

**Attendees:** Neil McHattie, Jen McHattie, John Gaunt, Derek Johnson, Joan Willox, Sophie Wright, Jac Elliott, Bert McIntosh, Gareth Hunt, William Binnie

**Apologies:** Geoff Knight

**Review of previous minutes:** Minutes of previous meeting on 23 November 2023 was proposed as a correct record by Derek Johnson and Joan Willox.

**Welcome:** William and Gareth, new Trustees.

**Financial Update:** John Gaunt presented 'Crathes Hall Financial report to Trustees 27<sup>th</sup> Feb 2024 (copy attached)

- Both hall and redevelopment account have positive balances after all current works paid for
- Station Wood purchase complete
- £34k grant for solar awarded
- NEAT arrangement to be reviewed - Is the financial model sustainable? John Guant to review and clarify

**Refurbishment Update**

- Heating Control System – John programs on a Sunday for following weeks hires. Sophie to be added as App controller.

- External painting – Cracks to be repaired before painting commences in early April. Quote for crack repairs under review but estimated to be less than £500.
- Solar panel proposal
  - CARES funding grant approved for £34k, conditional upon structural roof survey
  - Installer confirmed, 28 solar panels scheduled for April 2024 install
  - Structural roof survey also required as part of planning application. John Gaunt liaising with Andrew Keir, architect, who will arrange survey.
  - Grant shortfall, to be paid from hall funds or other donations, estimated to be £3-4k. However, there is an estimated saving predicted of £1.5k per year. £3k donated from Meikle Carew Wind Farm – John Gaunt to confirm if we have the funds yet?
- Kitchen
  - £32k owing to us from community council fund.
  - Neil investigating damp issue and kitchen equipment donations from local suppliers.
- Foam pads for round windows – Quote received and accepted – Jen confirming pad production.
- Stage skirt – Jen chasing skirt plus black curtain and pelmet for behind stage.
- New hall heater required – Approx. £175. To be added to outstanding electrical/lighting work scope.
- Grant/funding applications – Volume of applications much smaller now no dedicated person required. Applications will be reviewed and completed by most suitable Trustee as required.

- Station Wood Update
  - Fence along road very kindly provided and installed in December 2023 FOC by Blackhall Fencing. Graham Blackhall was presented with a gift voucher and his contribution is very much appreciated by all Trustees.
  - Tree thinning delayed until April 2024. Licence application submitted early Feb 2024.
    - Quote for works £4,140
    - TNL Community Funding granted £4,615
    - Balance of funds for hedging works £475
  - Bert and Geoff to liaise about sourcing and planting of circa 700 mixed native saplings for hedging along inside of new fence. Trustees agreed that planting to be done during March therefore Geoff to confirm when saplings being delivered and working bee organised to carry out planting.
  - Tree thinning and Hedging scope (incl guard options)
  - Balance of TNL funding should cover majority of costs associated with hedging.
- Hall signage
  - Trustees confirmed sign to read 'Crathes Hall' – Bert sourcing 5T rock. Jen to confirm lettering. Bert providing rock. Position to be confirmed. Location and sign lighting requirements to be confirmed.
  - 'Fly' flag – Agreed that not required.
  - Council Community sign – The Trustees opened their eyes and realised that there already was a sign directly across from the entrance!

- Notice Board move – Agreed to move noticeboard to near entrance door – Gareth will investigate and organise move.
- Relocation of bins and outside tidy up – Discussed moving bins to carpark however agreed that bins should stay in current location. Bert/Gareth investigating options to improve ground surface ie. Hardcore
- Hall decoration by hirers – what can we allow? – Jac will investigate options
- George Mowat recognition – George Mowat sadly stepped down from the hall keeper role at the end of 2023. Joan to action.
- Internal, external and carpark lighting
  - Internal lighting issues to be fixed including spot lights, disco ball lights, dimmer fixed plus requirement for back door light and road side light to illuminate entrance. Joan to source additional quote and action
  - Confirmed that additional carpark lighting required, especially with pending removal of old street light by Council. Derek continuing to review options but agreed that mains power lights would be required rather than solar options currently available.
- Updating of hall policy documents – Jac and Joan have completed review and update. Joan to issue draft to Trustees for review and comment.
- Facebook page admin – Jen added Sophie and William as administrators.



- New purchasing process – All purchases to be done by Joan and Jen using hall debit cards. All receipts to be retained and given to John.
- Treasurer/Bookkeeper role – To be discussed at follow up meeting.
- Hall keeper role – Agreed that this role needs to be filled. To be discussed at the follow up meeting .
- Hogmanay Ceilidh 2024 – Sophie and Joan to organise.
- Defib training - Sophie will arrange training.
- Upcoming fundraising or other events – To be discussed at follow up meeting.
- New trustees required – 1 position still available
- 200 Club Tickets – Joan will contact Trustees and circulate tickets for sale.
- AOB – **Follow up meeting to discuss outstanding agenda items to be held at Neil's house on Tuesday 5<sup>th</sup> March at 6.30pm.**