



Crathes Public Hall Trust (SCIO 043007)
Minutes of Trustee Meeting 9th July 2024

Attendees: Neil McHattie, Jen McHattie, John Gaunt, Joan Willox, William Binnie, Jac Elliott

Other Attendees (part-time): Cynthia Hutcheon, Joanna Heath, Nicola Chambury

Apologies: Sophie Wright, Gareth Hunt, Bert McIntosh, Derek Johnson, Geoff knight

Review of previous minutes: Minutes of previous meeting on 13th May 2024 was proposed as a correct record by Neil McHattie and seconded by William Binnie.

Financial Update: John Gaunt presented 'Crathes Hall Financial Commentary covering year ending March 31st 2024 and YTD June 2024 (copy attached)

- Both hall and redevelopment account remain positive balances after all outstanding current works paid for
- Car park lighting project completed with very low cost assisted by a grant and also significant works carried out in house by Trustees, with particular thanks to Derek Johnson, Gareth Hunt and John Gaunt for their amazing work.
- Energy costs under control
- Hall hires down 20% vs last year, with bad weather thought to have contributed to this, however hall still trading marginally positive

- Hall accounts include cost of chairs ordered through company that has since gone into administration. A claim has been submitted to recoup losses. Chairs were procured with mostly funded money.

North East Arts Touring (NEAT)

Nicola, NEATs local promoter, presented a summary of what NEAT do.

- Nicola discussed issues around promoting events
- Trustees confirmed that hall members already notified of events via hall emails
- Trustees to think about any other options to promote events, whilst ensuring GDPR email compliance*.

*Following discussions associated with mailing list, Joan and William to meet and discuss automating membership details and mail list, whilst maintaining compliance with GDPR.

Remaining Refurbishment

- Solar panel proposal
 - Planning permission received conditional upon required structural works. Final structural report pending re. additional works required. 22 panels maximum permitted. CARES have been approached to confirm funding for revised costs, including structural costs.
- Kitchen
 - £32k owing to us from the Council Developer Obligation Award and the Council have confirmed that money can be used for a new kitchen.

- Initial domestic style Kitchen design done however an alternative option of installing a flexible catering style kitchen were discussed, along with a potential extension to the kitchen.
- Works still required to investigate and resolve damp issue.
- Foam pads for round windows – Completed
- Car park lighting – Completed
- Station Wood Update
 - Geoff to organise initial event
- Hall signage
 - Jen to organise planting around new rock/signage
- Hall decoration by hirers – Jac continuing to investigate options

Other Matters

- Insurance - Policy renewed and now includes Station Wood. No additional cost
- Treasurer/bookkeeper role – John to continue in role for another year.
- Hall keeper role – Derek to continue with assistance from all Trustees
- Defib training - Sophie will arrange training.
- Roads department impact on carpark – Continuing to monitor as works proceed.
- Request by third party to use carpark for small business venture – Initial request declined due to insufficient details.
- Website contingency plan – William and Stuart to meet

- 'Crathes' Domain - Currently owned by Crathes resident. Hall are seeking to secure the domain if possible.
- Upcoming fundraising events
 - Prosecco Afternoon Tea
- New trustees required – 1 position still available, William to ask Crathes resident if interested in position.
- Public Entertainment Licence - renewal pending final release of certificate

AOB

- Cynthia presented John with a very kind donation of £500 from the members of the regular table tennis club. This donation is greatly appreciated and will contribute towards future improvement works to the hall.

Next Meeting 6.30pm, 29th October 2024. Venue TBC pending hall bookings