



Crathes Public Hall Trust (SCIO 043007)
Minutes of Trustee Meeting 29th April 2025

Attendees: Neil McHattie, John Gaunt, Joan Willox, Derek Johnson, Jen McHattie, Sophie Wright, Gareth Hunt, Jac Elliott, Steve Kemp

Apologies: Bert McIntosh, Geoff Knight

Review of previous minutes: Minutes of previous meeting on 10th March 2025 were proposed as a correct record by John Gaunt and seconded by Neil McHattie.

Financial Update: As per attached '*Report to Trustees 29th April 2025*'.

Previous Actions

- Station Wood Update
 - Geoff organising event for May 2025
- Policy document final review by end May 2025 (Jac/Neil)
- Upcoming fundraising events
 - Summer ceilidh 20th June 2025 (Sophie)
 - Jac to confirm with Sarah Knight re. stage on 21st June
- 1 Trustee position remains vacant
- Solar Panels completed and operating at full capacity
- Foyer door removed for safety reasons

Refurbishment

- Kitchen and Wet rot repair
 - Potential Developer Obligation Award (£33k) available until end 2026 if refurbishment meets criteria of increasing hall footfall
 - Preferred bidder identified for wet rot repair work
 - Provisional timing for works remains 7th July to 2nd August (Hall to be closed during the period)
 - **Urgent Kitchen Actions**
 - **Kitchen Designers to be contacted re. advice, quotes and lead times**
 - CSR Limited (Jen)
 - Grampian Catering equipment (Neil)
 - Nisbets/Kwik (Sophie)
 - Cas Duncan (Joan)
 - Drumoak Kitchens (Neil)
 - **Carpenters to be contacted**
 - Darren (Jen)
 - Ricky (Joan)
 - Craig (Joan)
 - **Community consultation correspondence to go out May 2025 re. kitchen upgrade (Neil/Joan)**
- Removal of old kitchen 3pm, Sunday 6th July 2025
- Kitchen installation can commence 14th July 2025

General

- Website update - Joan meeting with Stuart May 2025
- Booking System - Joan and one other to support Jac with booking system (Holiday cover etc.)

- **Trustee Change**
 - John Gaunt is sadly leaving as Treasurer. The Trustees would like to express their huge gratitude to John for his significant contribution to the hall over the last few years. After taking on the role of Treasurer, John completely re-aligned the financial record keeping and banking methodology for the Hall as well as overseeing the major ongoing and planned works at the Hall. He project managed most of the refurbishment works and solar panel installation, as well as managing the installation and ongoing operation of the remote heating system. His commitment to the Hall, the Trustees and the Community has been immense, and he will be sorely missed. Thanks again to John
 - Steve Kemp will be taking over as Treasurer. John will be handing over to Steve gradually over the coming month, with the official handover to occur at the AGM on 3rd June 2025. The Trustees welcomed Steve and thanked him for taking on the role.
- Remote Heating Management - Jac and Sophie to take over from John.
- Solar Panel management - Steve to take over from John
- Future Gigs – 19th September 2025, 'From the Ground'

AOB

- Joan to submit 200 Club lottery form once final funds received



- AGM and Trustee Meeting proposed for 6pm, Tuesday 3rd June at the Hall.

Next Meeting 6.30pm, Monday 12 May 2025 at McHatties House