

Meeting of the Directors of the Board of Lismore Public Hall

held Thursday 13th December 2018 at 7pm in the Committee Room

Present: Anna Stewart (AS), Gilly Dixon Spain (GDS), Roger Dixon Spain (RDS), Sean MacDonald (SM), Kiki MacColl (KK), Archie MacGillivray (AMG)

1. **Apologies:** Ann MacLean Flemming (AMF), Colin MacLean-Fleming (CMF)
2. **Declarations of Interest.** There were no declarations.
3. **Minutes of Previous Meetings:** The Minutes of the Board Meeting of Tuesday 21st November were accepted as a true record of the meeting. Proposed: AS, seconded SM.
4. **Matters arising:** - RDS said that at the previous meeting that this Board meeting had been arranged solely to make arrangements for the New Year Dance, and that he would like to deal with this first. He reported that several issues had arisen in the interim that would need to be addressed. He suggested that most of the Agenda items be left in abeyance until the January Board Meeting.

a. Trust/Sebastian Tombs:

RDS reported briefly on the meeting with Sebastian for those who were not present at the time, the Minutes of 21st November gave an accurate account of that meeting. The Board wished to have their appreciation minuted and a letter written to Sebastian, thanking him for taking the time to talk to the Board about the Trusts views on Communication and Cooperation between Island Groups. To also communicate that the Hall Board felt it was inappropriate at the moment to be talking of merging Groups for reasons such as identity and focus. That the Board

wished to keep in touch, to keep lines of communication open, particularly with regard to possibility of land purchase and/or big capital projects in the future. **RDS**

i. The New Years Dance arrangements:

The cost of hiring Robert Nairn had been agreed at £350, Accommodation to be charged to the Hall by AS at £60 for dinner/Bed and Breakfast. It was hoped that Mr Nairn would be better behaved than the last time he played for the Hall. AS said that he was aware that this needed to be the case.

AM will pick the Band up from Point at 6.30pm

GDS/RDS will return them to the ferry on the morning after the dance.

GDS to make sure all of the Posters are posted, both Ferries, Shop, Community and Hall FB pages, Public Hall Notice Board. **GDS**

Raffle Prizes: Anna has two prizes already, **KK** to speak with David Wilson about having a prizes box in the shop. She will also organise postings on FB for Raffle/Baking on or around 22nd and again on 27th/28th December. **KK**

Sandwiches/Baking: **KK** to ask David to get 6 loaves, **KK** 1Ham, **AMF** 2Egg, 1Cheese (White), **GDS** 2 Coronation Chicken (Brown)

AS 6 Milk

Baking: **AS** Choc Squares, **AMF** ?, **GDS** fruit loaf, **SM** to ask Sarah and Memory.

Door: AM, SM Bar: RDS, GDS.

Clearing up Take Christmas decorations down, everybody at 10am the morning after the Dance.

Other Matters Arising:

b. Check Lists for Water Filters: RDS presented the laminated checklists to be used to monitor the servicing of the Hall water Filtration system. It was decided that the Checklist should be pinned up next to the pump, together with permanent marker pen. SM to record the Dates for Particulate filter changes every quarter or when needed. UV lamp to be replaced, and the Crystal sleeve inspected annually, UV to be checked every month as well as Particulate Filters (by sight). Milton (a capful) to be added at Particulate filter change, to the filter bowl, and to each of the three roof tanks at a rate of one capful in each.
SM

c. Weed Control, Gutters, Mops, Bench, Maps, Stage Refurb

AS to look for new mops. AS

d. Fence Re-instatement (Duncan Brooks): RDS awaiting a reply to a message he had left for Duncan Brooks. RDS

e. Christmas Craft Fair: GDS said it was not yet known how much money the Craft Fair generated. She had spoken to and mailed Roxanne, but has not had a reply from her yet. The discussions over whether or not alcohol should be allowed to be sold at the Fair would be dealt with in item 5 of the Agenda. GDS

It was reported that the Hall had been left in a disgusting state after the Fair. Tables from downstairs had been left up against the walls a danger to surgery patients, the floor in the Hall and Green room had not been cleaned, neither had the kitchen. A bill £55.50 had been submitted to the Board for payment. for 3 hours cleaning required RDS agreed to follow this up with a letter to the hirer. **RDS**

f. Fund Raising Ideas: RDS reported that he had had a communication from The Walking Theatre about Murder Mystery evenings priced at £815 + accommodation for 4 actors. It was decided not to pursue this for now

5. **Sale/Consumption of Alcohol** – There were heated discussions about whether or not alcohol should be allowed to be sold on Hall premises in the two days running up to the commencement of the Craft Fair. These were between RDS, GDS, AMF, and several members of the Lismore Public Hall. The three members of the Hall Board were quite clear that the Board would be in breach of the Deeds of the Hall, that expressly forbids the sale of alcohol, and that even if that were not the case the Hall Board would be breaking the law in allowing such sales to take place, in the absence of the appropriate Licences, and would be liable to prosecution. Appendix (1) attached to these minutes refers.

Hall Deeds: clause preventing the sale of alcohol; RDS presented a copy of a letter, purportedly from the Factor of the Duke of Argyll's Estate sent to him by a member of the Lismore Public Hall. The copy had no signature, but indicated that the Duke of Argyll was prepared to waive the 'no alcohol Burden' from the Deeds.

Although the letter is written on the 29th May 2009, there is no mention of the letter in the Hall minutes in the Month of June 2009, or subsequently, although there was some discussion on the subject of the 'No alcohol' clause. RDS was asked to ascertain from the current Factor of the Argyll Estate, whether there had in fact been any changes made to the Deeds or action taken as a result of any subsequent communications with the correspondent in Lismore. GDS said she had had sight of the Deeds in 2016, there were no attachments to the original document at that time. The Board agreed that all of this was going to be business for the AGM. **RDS**

6. **Lismore Medical Fund:** It was suggested by Laura Cook that some of the fund could be used to improve the upstairs disabled loo, in the light of her daughter Isabella's recent accident. This was thought to be an excellent idea. Whilst waiting for some steer from the community, GDS said that Memory McDonald had seen a Evercare hinged grab rail at the Inverness Homebase closing down sale reduced from £65 to £20 and had asked did we want it. GDS had said yes.

It was decided that a notice should be put up on the Hall FB page to attract those who might be interested in having a say, or in contributing ideas as to how it might be improved within the limitations of the building. **GDS**

7. **Good Governance** RDS asked all those present to be aware of 7 and 8 in the agenda as being paramount when dealing with the challenges that the Board had been presented with in the past few weeks.

8. **Director responsibilities**

9. **AOB** – KK said that the kitchen velux window won't open and needs fixing. The steam in the kitchen turns on the alarm. **RDS**

RDS informed the Board that GDS had flagged up a Newsletter from OSCR sent to her by Julian Wormleighton. This was to inform us that there was a grant of up to £1000 to help fund training in how to protect charities from Cyber attacks. It needed to be discussed as to whether this was something that was important for the Hall. GDS felt it may be relevant to the IT/Website Group and the Hall because of the plethora of information that is held on the website, and also their exposure to GDPR. As Directors of the Charity that shelters them we may be liable for any oversights on their part. RDS read out emails sent to the Website Group informing them of the OSCR newsletter and suggesting we should meet to discuss it. It was agreed that we invite them to the next meeting in January.

10. **Date and time of next Meeting** – to be arranged to suit the Website Group attendance **RDS**