

Portsonachan Village Hall
11th March 2026 7pm via Zoom
Minutes

Present: Janet Buchanan, Catriona O'Keefe, Rowena Parnell,
Anne Rae

Apologies: Holly Johnston, Gareth Young, Perri Hopkinson, Sandra Brodie

1. Minutes of previous meetings

Minutes of meeting on 18th February 2026 was approved. Proposed by Janet Buchanan and seconded by Catriona O'Keefe

2. Matters Arising

- It was agreed that we needed more time to update the Deeds of Trust. It was proposed that we seek a mandate from the AGM to allow the Committee to update the deeds in consultation with OSCR. A draft will be done for a future Committee meeting to approve.
- Safeguarding Policy - Janet to include reference to the Protection of Vulnerable Groups (Scotland) Act 2007 prior to it being available for perusal and approval at the forthcoming AGM
- Financial Policy - it was agreed this read well and will be available for perusal and approval at the forthcoming AGM
- New Residents letter - work in progress (Sandra Brodie)
- Emergency Planning Kit - Perri and Rowena have checked this. The pack is missing one high vis jacket. Janet has agreed to donate an unused A & B high vis jacket that she has. There are two emergency notices: one by the door as you come into the hall and the other in the kitchen.
- Music Licence now obtained. Customer Account Name: Portsonachan Village Hall: Customer Account CUS-02629419; Licence Account 02629420

3. Draft General Data Protection Statement

The statement was agreed and will be presented at the forthcoming AGM. There is still a need to place notices in the Hall about the potential of photography in the hall.

Action: Rowena

It was also agreed that all policies will be reviewed at the first meeting of each calendar year to see if any updates or amendments are needed.

Action: Chair/Secretary at the start of each year

4. AGM - 17th March

Janet will write and present the Trustee report. This will be needed as part of the documentation for sign off by the accountants. Catriona has written the Treasurer's report which has been sent to the Committee. Papers to be printed for the AGM:

Agenda - Rowena

Minutes 2025 - Rowena

Treasurer's report and Financial Policy - Catriona

GDPR Statement - Rowena
Safeguarding Policy - Janet

Teas and coffees will be supplied. Anne to provide the milk and Catriona will make some shortbread.

Action: See above list

5. **Daffodil Tea**

Catriona will send out a call asking for donations for baking.

It was agreed to approach Fiona to coordinate donations of baking. Gareth has offered baking and also help to set up. Rowena will provide a gluten-free offering. Potential stalls for the day:

- Kirsty (candles) - Gareth to contact
- Eva (cards) - Catriona to contact
- Fiona (Craft and Craic) - Janet to contact

Janet to contact Fiona re posters and boards. Cost per head for the Daffodil Tea - £5

Catriona will buy the milk.

Rowena to bring vases and daffodils (hopefully there will still be some left)

Action: See above list

6. **AOB**

March 21st Pottery - catering in hand. Rowena will ensure potters have early access

March 27th Quiz - Quiz masters Janet Buchanan and Colleen Brown. Anne to organise the poster. Prizes: First prizes from bar stock. Catriona will supply the float and has purchased 2nd and 3rd prizes.

April 4th Pub night - Catriona to send Rowena the poster to amend for the 4th.

Action: See above list