

Portsonachan Village Hall
18th February 2026

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

Apologies: Holly Johnston, Gareth Young, Sandra Brodie

1. Minutes of previous meetings

Minutes of meeting on 7th January 2026 was approved. Proposed by Catriona O'Keefe and seconded by Anne Rae.

2. Matters Arising

Items will be taken as meeting progresses.

3. Hall Project Update

No significant update yet.

3.1 Deed of Trust document

The Committee discussed any updates required in relation to the Deed of Trust document. It was agreed the last sentence of Clause 1 be amended to say '*...without distinction of sex or of political, religious or other characteristics as outlined in the Equalities Act 2011, subject to the provision of three presents.*'

It was agreed that the wording of Clause 4 be amended to say '*all members of the Committee will normally hold office for a period of two years but can hold a role for longer if no volunteer is forthcoming to take on the role.*'

It was agreed that Clause 8 be adopted to say '*All payments in respect of use of the Trust subjects and all donations for benefit thereof shall be paid into the Bank of Scotland.*'

It was agreed that any amendment to the wording of Clause 11, 12 and 13 to bring it up to date be checked with a solicitor.

Action: Rowena to check with Sally Orr, DM Mckinnon and then to prepare paperwork to seek approval at the March 17th AGM

3.2 Financial Policy - this is a work in progress but will be prepared for the AGM

3.3 Safeguarding Policy - this will also be put forward at the AGM.

Action: Janet to ensure the Policy makes reference to the Protection of Vulnerable Groups (Scotland) Act 2007

3.4 It was agreed to send the Financial Policy and Safeguarding Policy to An Suidhe in due course.

Action: Janet and Catriona

4. **Hall Funding**

Funding has been received from SLACC £5386 towards the Building Warranty. There is also £3,000 from An Suidhe plus the £2,344 carryover - see also Treasurer report below.

An application for £20,000 has gone to Green Power (GP). GP has asked for confirmation that SLACC monies have been given. GP have also asked for information as to what would happen if the project did not go ahead. Janet has written back to explain that the hall upgrade was action that the local community had asked the Hall Committee to progress on. The letter also stated an upgrade was necessary due to environmental and accessible reasons. Therefore the project will progress with due diligence.

5. **Treasurer's Report and Finance Update**

Grants Received and held Feb26:

Pottery	£600 (SLACC)
Building Warranty	£5,386 (SLACC)
An Suidhe Carryover	<u>£2,344</u>
Grants money held	£8,330

*£3,000 additional grant awarded by An Suidhe Autumn 25

Current & Savings Accounts

£20,048.37 held including £594 cash to be banked - £8,330 grants = £12,218.37

Reserved Funds	£6,000
Unreserved Funds	£6,218

Events Jan & Feb 26 - Profit

Bruns 25 th Jan	£354
Bar 2 nd Feb	£266
Quiz 13 th Feb	£167
V Ceilidh	<u>£ 74</u>
	£861 profit

The meeting agreed that funds should be moved to the savings account when possible, to benefit from interest.

The meeting also agreed that there would be two signatories to approve any transaction over £500.

EDF have indicated they wish to replace the meters to ensure the meters are recording accurately.

Action: Catriona

6. **Lottery**

There are 43 members contributing to the lottery. It was agreed that the letter being prepared by Sandra providing new residents about what' on along the lochside and how they can be involved, should explicitly invite people to consider taking part in the lottery. Sandra to liaise with Perri in terms of wording as appropriate.

Action: Sandra

7. **Village Hall Emergency and Resilience Planning**

Gareth has drawn up a draft resilience plan for the Community Council(CC). This will be revised following CC discussions. Gareth also sent a copy of what should be in a hall emergency kit.

Action: Perri and Rowena to check Hall emergency kit to ensure it is complete
Rowena to forward Gareth's email to all Committee members for information
Rowena to check Emergency notices are visible

8. **Music Licence**

A quote has been received for £205.70 for an annual licence. This will cover us to:

- (a) play music when we hold events up to £20 admission fee
- (b) covers us for music used by people hiring the hall e.g. FFF
- (c) If we go above £20 and wish to play live or recorded music, unless the admissions goes straight to charity e.g. Macmillan.. then it will be charged per event - normally around £20/30 per event which we apply for each time.

It was agreed to apply for the licence covering PPL (covering performers/labels) and PRS (covering songwriters and publishers).

Action: Rowena to obtain licence

9. **GDPR**

It was agreed to draw up a basic GDPR statement. A draft will be considered at the next Committee meeting.

Action: Rowena to write a draft

10. **Orchy and Awe website**

We have Hall pages on the Orchy and Awe website - <https://orchyandawe.co.uk/portsonachan-hall/>

Catriona will provide 'What's On Updates' and Rowena will include News items. It was agreed to write to all Hall user contacts to let them know about the site and also who to contact if they wish anything included.

Action: Rowena

11. **Events Planning/Publicity**

11.1 Immediate forthcoming events

March 7th Pub and Games evening. Sandra and David on duty. Rowena to contact them to organise the food

March 17th 7.30pm AGM followed by SLACC AGM

March 21st Pottery Taster - reminder letter to be sent out. Request assistance from Sandra to assist Rowena with provision of soup and sandwiches

March 27th Quiz - by Colleen Brown and Janet Buchanan

April 4th Pub and Games evening. Rowena and Janet on duty. Rowena and Malcolm will provide chilli con carne plus veggie option

April 17th Daffodil Tea - 2pm. To approach Lochside Neighbours for assistance.

Anne has agreed to do the posters.

Action: Rowena and Anne - for posters and publicity
Perri - to discuss with Fiona - contributions for the Daffodil Tea

11.2 Future Pub and Games nights

It was agreed to continue with the monthly Pub and Games night throughout the summer.

11.3 Rescheduled BBQ

Janet to approach John Strickland to see if May 2nd would be possible. May 2nd would also be a pub and games night.

11.4 AGM

Notice for the AGM to be posted at least 3 weeks before the AGM. This means we need to post on the Hall Facebook and also on the Board outside the Hall by February 24th. An additional item to the agenda will be changes to the Deed of Trust.

12. **AOB**

SSEN have booked the hall for 12th March from 12.30 - 19.30.

Hall will be closed for May 7th elections - no FFF that day.

Janet will draft individual letter of thanks to Graham Boyes, Dave Yates and Robert Wilson for their contributions to the Hall this past year and hopefully into future years.

Next meeting will be held via Zoom. March 11th at 7pm.

This meeting will plan for the AGM and Daffodil Tea

Topic: PSVH Committee meeting

Time: Mar 11, 2026 19:00 London

Join Zoom Meeting

<https://us04web.zoom.us/j/75206974201?pwd=QBLaYB51EGst51HaTZlvdnAI9ZgHoz.1>

Meeting ID: 752 0697 4201

Passcode: 3tMvf3

