Portsonachan Village Hall
7th January 2026

Present: Janet Buchanan, Catriona O'Keefe, Rowena Parnell, Perri Hopkinson, Anne Rae, Sandra Brodie
Apologies: Holly Johnston, Gareth Young

1. **Minutes of previous meetings**

Minutes of meeting on 26th November was approved. Proposed by Catriona and seconded by Perri.

2. **Matters Arising**

Items will be taken as meeting progresses.

3. **Hall Project Update**

Janet reported that she is still to contact Tommy McQuade for advice re incremental approach to refurbishment. It was also agreed to move forward with obtaining a Building Warrant.

Action: Janet to contact Tommy McQuade and arrange meeting with herself and Catriona.

It was agreed to look in detail any updates required for the Hall governance documents, financial policy and safeguarding policy.

Action: Governance document - Rowena to bring forward comments
Financial policy - Catriona to bring forward comments
Safeguarding policy - Janet to bring forward comments following discussion with Sue Rawcliffe

It was agreed once the Committee agreed any updates/amendments that these will be put forward to the AGM for discussion.

4. **Hall Funding**

It was agreed to go ahead to apply to Green Power for between £15-20k. The application will need to be in for end of January.

Janet also informed the meeting that she will meet with Sue Rawcliffe who has offered to assist with strategising about funding next steps.

Action: Janet to progress application

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

Current & Interest Acc: £12,876.21 – An Suidhe £2,344 = £10,532
Lottery: £602

Banked – total £5,695.02
Events & meters 22nd Dec: £1,121.50
Mini Grants: £1,376.52 (BBQ, Games and EICR repairs)
SLACC Donations: £900 (PVH, FFF and Ceilidh Group)
Rents: £1,397 (including bowls contribution to insurance
SLACC Donations: £900 (PVH, FFF and Ceilidh Group)

Cardnet
The card machine was first used for the 6th Dec25 bar night and worked well until it lost power – replacement reader received.

Hall Rental Rates Increase from 1st January:
All hall user groups notified of the increase in the local rental rate from £8/hr to £10/hr.
Rental rates to be updated on O&AT website (£8/hr and £25/hr)

Rates
The rateable value for business rates is increasing from £2,400 to £2,950 at 1st April.

On to do List:
Setting up two-person verification with BoS
Written Policy for financial controls
Bins: £169.72 for 3 bin collections – A&B Council to updated

Action: Catriona will notify of increase hall rental rates on the O&AT website.

6. **Village Hall Emergency Resilience Planning**
Gareth reported that he has drafted a new policy which has gone to other CC committee members and awaiting feedback. He will update us accordingly.

7. **Hall Music License**
It was agreed to move ahead with obtaining a license.

Action: Rowena to progress

8. **Events**
8.1 **Burns Lunch**
Burns Lunch planning and volunteering duties agreed. Lunch will be capped at 40 people and so booking is essential. People can book with £5 deposit via Janet, Perri and Rowena. Rowena will keep running total.

Burns Lunch To Do List

Task	Who
Make Cock-a-leekie soup and vegetarian option	Catriona

Task	Who
Potatoes	Sandra, Rowena and Perri
Neeps	Janet, Sandra and Anne
Buy single malt, chieftain haggis and tinned haggis	Perri
Shortbread	Perri

Action: Perri and Rowena will continue to liaise re organising on the day

8.2 **Quizzes**
13th February - Catriona and Martin
27th March - Colleen and Janet

Action: Anne to do posters for both quizzes
Catriona to get raffle prizes

8.3 **Pottery**
Lochside Neighbours to be given priority for booking as spaces limited to 10.
Action: Rowena to send Perri info for the newsletter

8.4 **Pop up bar nights**
February 7th. - Catriona and Gareth on duty
March 7th - Sandra and David on duty
Apri 4th - Janet and Rowena on duty

9. AOB
It was agreed that the AGM will be on Tuesday 17th March at 7.30pm and the planning of this will be discussed at the next Committee meeting.

Daffodil Tea has been pencilled in for 17th April at 2pm.

Discussion was had about how to get more people taking part in the Lottery. It was agreed to concentrate on getting new people to join and to approach those that have stopped to re join.

Action: Sandra has agreed to write a welcome note which can be used to be sent to new neighbours informing them of how to participate in the Lottery, showcasing Hall activities available and to invite them to become active in the community.

Next meeting in person (unless there is bad weather): **Wednesday 18th February at 7pm**