



Friends of Aytoun Hall

Registered Scottish Charity No. SC027157

Keeping the Heart in our Community

**MINUTES OF A BUSINESS MEETING OF THE
FRIENDS OF AYTOUN HALL (F of AH) MANAGEMENT COMMITTEE
HELD IN THE AYTOUN HALL INSTITUTE
AT 7.30PM ON WEDNESDAY 10TH JANUARY 2024**

Present:

David Homewood – Convener
Jenny Haldane – Vice Convener
Lucy Gladwell – Treasurer
Lesley Barton
Jim Healy
Lorraine McMillan
Victoria Squires
Shona Stewart

Apologies:

Alasdair Kay
Graeme McCall

ITEM 1 – INTRODUCTION

The Convener thanked those attending for coming out on a dark, cold winter's night. This would be an important meeting owing to the previous attempt having had to be cancelled owing to it being inquorate. Fortunately the weight of business in November had been light, but now all needed to get up to date during this meeting.

ITEM 2 – PREVIOUS MINUTES

The minutes of a Business Meeting held on 13th September 2023 were agreed out of session the week after the meeting and released into the public domain. No amendments to the draft circulated were proposed.

ITEM 3 – MANAGEMENT COMMITTEE BUSINESS

Finances.

The Convener said that he had kept the account files and bank books over the winter months. There had been very little movement since the September meeting other than a payment to Jim Healy for the upgrading of first aid boxes (£80.70). This reduced the surplus for the year to £191 and the bank balance to £16,856. A simple financial statement (Enclosure 1) had been produced.

A visit had been made to the Virgin Money Bank in Perth owing to the fact that some bank statements had not been received by Lucy Gladwell. The bank advised that it had been experiencing some problems with Royal Mail in the distribution of statements. All statements had now been received that covered transaction to date. It was also established that F of AH could move the bank account to a Business Internet Banking model, which would allow three trustees access to an on-line account and effect bank transfers. Discussion concluded that this would be a good move and it was decided to complete a Registration for the next meeting and get it signed by the office bearers.

Building Maintenance & Repairs

Water Ingress Damage & Redecoration.

Work on repairing water ingress damage to the Clock Tower, Stair Well and Council Chambers had been halted. Confirmation had been received that this was owing to contract problems. A dispute with the contractor originally employed seemed to be ongoing. Finding an alternative contractor was proving difficult owing to the type of work required (access to the roof via ropes instead of scaffolding). Until a contract was placed there was unlikely to be any progress.

With so much rain falling in recent months, there had been water ingress problems in other areas of the building, in particular the back corridor. The ceiling came down at one point, but had since been repaired. The problems at the rear of the building were being addressed, but each time a repair was completed another water course seemed to appear.

A new notice board had been fitted to the right of the main entrance steps.

Events & Fundraising Projects

Christmas Music & Carol Concert. On Tuesday, 19th December from 11am to noon, a concert had taken place in the Aytoun Hall; a collaborative event by the Community School's Music Department and F of AH. It was arranged at very short notice at the request of the school's Head of Music on returning from maternity leave. The event was moderately successful, although advertising had proved to be a challenge. £170 had been raised to help pay for musical equipment at the school. The Convener thanked Jenny Haldane and Lesley Barton for helping at the event. The concert filled a gap in the town's Christmas programme and it was hoped to repeat the effort in December.

Coffee Morning & Quiz. This was now firmly in the diary for Saturday, 9th March. The Aytoun Hall had been booked. The Convener went through a check list with the committee (Enclosure 2). Committee members were asked to put forward names of

people they knew who might like to volunteer to help on the day. The Convener said he had prepared a quiz to be launched at the Coffee Morning, which would run until 17th May.

Lunchtime Concerts. Dates for the June lunchtime concerts were now firm. Set-up on the 19th and performances on Thursday and Friday, 20th & 21st June. The Aytoun Hall had been booked.

Autumn Event. Whilst the ceilidh held in September had been popular, it did not bring in the income hoped for (£168). Therefore a second Coffee Morning would be more profitable. Consideration needed to be given to a more mercenary approach to events to avoid an in-year deficit, whilst balancing it against what was popular. Discussion followed, which concluded that September was not a good time to organise a ceilidh and that a Coffee Morning combined with a Children's Halloween crafts and activities event in the Institute would be both lucrative and popular. It was agreed that Saturday, 26th October would be an appropriate date. Lucy Gladwell, Victoria Squires and Lesley Barton agreed to organise the children's event, whilst the remainder of the committee would cover the Coffee Morning.

Ceilidh. Following the decision on the Halloween event, discussion continued, which concluded that there was an opportunity to fill an evident entertainment void in Auchterarder that occurred at Hogmanay; organising a New Year's Eve Ceilidh might be undertaken. Both Jim Healy and Lorraine McMillan supported the idea, agreed to look into the feasibility of organising a ceilidh on 31st December and report back to the committee at a later meeting.

Inventory

A 100% check of the inventory had been carried out by Jim Healy. He explained his report (Enclosure 3) and recommended the missing items not be replaced at the present time. This was agreed by the committee. The Convener thanked Jim for his work in undertaking the maintenance of the building's inventory.

All first aid boxes had been upgraded.

ITEM 4 – ANY OTHER BUSINESS

Review of Community Halls

It had turned out that the Aytoun Hall had been included in the consultancy Review of Community Halls commissioned by PKC. On-line meetings with consultants, Intergratis, had taken place. In the meantime, Ward 7 Councillor Keith Allan had assured the Community Council that the Aytoun Hall would not be closed, but the issue seemed to be what the community would contribute to the operation of the building in the future. From F of AH's standpoint, the line taken had been that the community already committed a huge amount in money, owning and maintaining the contents, fixture and fittings and assists Live Active Leisure (LAL) in its operation with regular volunteer support. If the Aytoun Hall contract with LAL was to cease, then it was recommended that PKC directly employed the hall keeper and offset wages by taking income from hire charges and any cancelled contract costs.

There had been no feedback on the consultancy until very recently. The Convener had been contacted, inviting F of AH to a meeting on Wednesday, 24th January at 2pm, this to explain the recommendations of the Intergratis Report. The impact on the current operation of the Aytoun Hall was not yet known.

Cosy Places

Since 27th October, soup lunches had been provided within the town's Cosy Places Programme on a Wednesday and Friday. The Convener said that they were very successful, but were not operated by F of AH; Wednesday's were undertaken by the Inner Wheel and Friday's by Our Lady's RC Church. However, F of AH had facilitated them and oversaw that they functioned smoothly. The lunches would run until the end of April.

ITEM 4 – FUTURE MEETINGS

After the November meeting had been cancelled, Victoria Squires had suggested that consideration be given to conducting meetings via zoom or another on-line platform, this to allow trustees who wanted to attend in person, but for some reason could not do so. It would also avoid future meetings being inquorate and cancelled. Following discussion, it was felt that there was merit in the idea. Victoria was requested to look into the possibility setting up hybrid meetings and advise the committee on how it might best be achieved. Meanwhile the committee would continue to meet under current arrangements.

The convener went through schedule for 2024 meetings (see Enclosure 4).

Next meeting: Wednesday, 6th March commencing at 7.30pm. Aytoun Hall venue to be confirmed.

David Homewood
Convener
Friends of Aytoun Hall

Enclosure:

1. Financial Statement as at 10th January 2024.
2. Coffee Morning Check List – March 2004.
3. Inventory Check Report.
4. 2024 Meeting Dates.

Distribution:

Action:
Committee Members

Information:
PKC Ward 7 Councillors
Chairman, Auchterarder & District Community Council

**FRIENDS OF AYTOUN HALL
FINANCIAL POSITION AS AT 10 JANUARY 2024**

Income	£
Quiz	203
Memories Books	18
Post Cards	4
Concert Donations	450
Ceilidh	618
Total Income	<u>1293</u>
Less Expenditure	
Quiz Prize	40
Concert Donations to CS of A	450
Inventory	113
Stationery	49
Ceilidh Band	450
Total Expenditure	<u>1102</u>
Surplus for Year	<u>191</u>
Add Bank Balance at 31 Mar 23	£16665
Bank Balance as at 10 Jan 24	£16856

COFFEE MORNING CHECK LIST
(2024)

Committee

Committee member's availability.
Allocate jobs.
David H – MC/Waiting on.
Jenny H – Hall Operation/Waiting on.
Graeme M - ?.
Lucy G – Apologies.
Lesley B – Waiting on.
Victoria S – Raffle.
Jim Healy – Entrance.
Shona S – Cake & Candy.
Lorraine M - Raffle

Volunteers

Noreen H – Tombola
Sadie Gordon – N/A.
Elsie Galloway – Kitchen.
Margaret Faichney – Kitchen.
Catherine McGraw – Cake & Candy.

Job Allocation

MC
Entrance.
Raffle x 2.
Tombola x 2.
Kitchen x 2.
Cake & Candy x 2
Waiting-on x 6 minimum.

Home Bakers

Confirm who bakes what.

Previous Bakers

Noreen H:	Mini Lemon Drizzle Loaves. Fruity Gingerbread. Gluten Free.
Shona Stewart:	Scones. Sponges.
Elsie Galloway:	Pancakes.
Mary McGraw:	Shortbread.
Catherine McGraw.	Tablet
Jenny Haldane.	
Yolande Nicol.	
Elizabeth Healy	

Lorraine Macmillan

Preparation

Raffle prizes.	All.	
Raffle sheets.	David H.	
Tombola prizes.	All.	
Event Notices.		David H
Stall Notices (Tombola/Raffle).		David H.
Raffle tickets.		David H.
Table cloths.		Jenny H.
Table top 'thank you'.		David H.
Flower vases (Mary McGraw)		Jenny H.
Flowers.		Jenny H.
Napkins.		David H.

Kitchen

Washing-up liquid.	)
Scotch Pads	)
Dish Cloth.	)David H.
Tea towels.	)
Cling Film.	)

General Produce (Leave until week before).

Milk.
Coffee.
Tea.
Sugar.
Butter.
Orange juice.
Jam.

On-the-Day Tasks

A-frame for street.	David H.
Flag banners.	Eric W.

Potential Volunteers

Elsie Galloway. (663620)
Margaret Faichney. (662898)
Catherine McGraw. (661071)
Yolande Nicol (663471)
Bridget McPhee (660128)
Mary McGraw (662178)
Louise Magee (07885 285612)
Sadie Gordon (662248)
Keron Magee (07885 285612)

Floats. 50p & £1 coins & £5 notes (£30).
Entrance. £3.

AYTOUN HALL INVENTORY CHECK REPORT JANUARY 2024

In/No.	Item	Qty.	Cost (£)
8	Whisky Glasses	3	30.00 doz
34	Glass jack Blue 24 section 100mm	2	76.00 (set of 5)
58	Olympia coupe Plate 9"	5	3.40 ea. (17.00)
59	Olympia cream /Milk jug 6oz	5	3.00 ea. (15.00)
60	Service Spoons	1	1.40 ea. (2.80)
61	Soup Spoons	11	16.00 doz
65	Olympia mini butter dish square	4	1.90 ea. (7.60)
68	Soup Bowls	3	5.00 ea. (15.00)
69	Stacking Saucer	6	1.50 ea. (9.00)
70	Stacking tea cup	12	1 75 ea. (21.00)
80	Plate Carrier 6-inch round 300mm	2	17.00 ea. (34.00)
86	Saxon Goblet 9oz 240ml	3	0.75 ea. (4.50)
114	Vogue Deep boiling Pot Lid Aluminium	1	9.00
158	Hygiplas knife kitchen Set	2	knives Missing

The above prices are calculated using 3year old Suppliers Book. (Therefore, only approx costs)

Item No 8, I have not included cost for whisky glasses as they are sold by the dozen.

Item No 34, I have not included cost for the Glass Jack as they come in sets of 5.

Item No 39, I have not included cost for replacement knives as only sold as a full wallet.

Item No 61, I have not included cost for replacement soup spoons as they are sold by the doz.

Total cost approx £ 109.50

FRIENDS OF AYTOUN HALL
MEETING DATES

2024

Wednesday, 10th January – Business Meeting.
Wednesday, 6th or 13th March – Business Meeting.
Wednesday, 15th May – Business Meeting.
Wednesday, 5th June – AGM/ Business Meeting.
Wednesday, 11th September – Business Meeting.
Wednesday, 20th November – Business Meeting.

[All meetings commence at 7.30pm in the Council Chambers,
Girnal Hall or Institute]