
Carron Community Hall Council (CCHC)

Annual General Meeting – Minutes

Date: Thursday 13 November 2025

Time: 19:30–21:00

Venue: Carron Community Hall

Present: Stuart, Sheena, Chris, Bill, Dougie, Paula, George, Lucy, Gary, Nick

Apologies: Aiden, Lorraine, Stella, Howard, Linda

1. Welcome and housekeeping

- In absence of the Chair, Chris opened the meeting at 19:30, confirmed that the meeting was quorate, and briefly outlined meeting etiquette.
- It was noted that Chris attended in place of the Chair, Linda.

Action: None.

2. Apologies for absence

- Apologies were received from: Aiden, Lorraine, Stella, Howard and Linda.

Action:

- Secretary to record apologies in the official record.
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3. Annual reports

3.1 Chair's Report

Chris gave an overview of the year and key highlights, including:

- Ongoing weekly use of the hall by the craft group.
- Some Zumba classes and a variety of other hall hires.
- Electrical inspection completed; associated works are scheduled for next week.
- Work undertaken to obtain quotes and plan for replacement of the roof.
- Work undertaken to obtain quotes and plan for replacement of the entrance door.
- The intention that all major works (roof, entrance door, electrical works) will be funded through Fred Olsen windfarm funds.

The meeting noted the positive level of use and the progress on essential maintenance planning.

Actions:

- Continue to pursue roof and entrance door replacement plans and confirm funding route via Fred Olsen windfarm funds. (*Lead: Chair/Committee*)
 - Monitor progress of scheduled electrical works and report back to the committee. (*Lead: Stuart*)
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4. Financial report

Chris, Treasurer, presented the financial report:

- The accounts will be validated by an independent examiner and then published.
- Income: £1,400 (hall hires, K9 phonebox shop).
- Outgoings: £3,700 (major costs: electricity, insurance, maintenance).
- Cash in hand: £11,707.

The meeting noted the financial position and the importance of managing upcoming maintenance costs in the context of available funds and windfarm funding.

Actions:

- Finalise examination of accounts with independent examiner and publish once complete. (*Lead: Chris*)
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5. Appointment of Independent Examiner

- Chris agreed to check whether the current independent examiner is willing to continue in the role.

Actions:

- Chris to contact the current independent examiner and confirm their willingness to continue.
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6. Election of Office Bearers and Committee

The meeting noted the structure:

- Officers: Chair, Secretary, Treasurer.
- In addition, up to seven Ordinary Members may serve on the committee.

The following office bearers were elected:

- Chair: Stuart
- Secretary: Aart

- Treasurer: Chris

A number of individuals were noted as willing to serve on, or continue on, the committee as ordinary members (up to seven), including: Linda, Sheena, Lorraine, Stuart, Bill, George, Sally (tbc), Howard (tbc). Final confirmation of ordinary members will be made at the first committee meeting where necessary.

Actions:

- Secretary to update and circulate the list of office bearers and committee members. *(Lead: Aart)*
- Confirm which individuals are willing/able to serve as ordinary members at the next committee meeting (including those marked 'tbc'). *(Lead: Chair/Secretary)*

7. Any Other Competent Business (AOCB)

The following items were raised and discussed:

1. Maintenance funding background
 - Further background was given on the financial scope of planned maintenance works and the role of Fred Olsen windfarm funds in supporting these.
 - Additional context was provided on existing cash reserves and projected use of windfarm funds.
2. Speed limit between the bridge and the triangle
 - Concern about the speed of traffic between the bridge and the triangle was raised. It was noted this is primarily a Moray Council matter.
3. Hall access and cleaning regime
 - A question was raised about how the hall is accessed and how cleaning is managed.
 - Access is currently via a key-box.
 - There is no hall keeper, and no formal cleaning regime in place.

Actions:

- Discuss and agree a basic cleaning schedule/rota at the next committee meeting. *(Lead: Committee)*
 - Review access arrangements and key-holder responsibilities. *(Lead: Committee)*
4. Roofing works, events, and redecoration
 - Open discussion about the timing and disruption of roofing works, opportunities for redecoration, and how best to organise events around the maintenance schedule.

Actions:

- Develop a simple maintenance and redecoration plan with indicative timescales. *(Lead: Committee)*
- Consider an events plan/diary for 2026 to make best use of the hall once works are completed. *(Lead: Committee)*

5. Shelter footings

- A request was made for the shelter footings to be removed, as they are no longer required or are considered an eyesore/hazard.

Action: Obtain a cost and practical plan for removal of shelter footings and bring back to the committee. *(Lead: Committee)*

6. Engaging Speyside Way users

- Suggestion to find ways to attract or serve Speyside Way users (walkers, tourists etc.) as potential hall users or customers.

Action:

- Explore ideas to engage Speyside Way users (e.g. signage, refreshments, events, leaflet in information points) and discuss at the next committee meeting. *(Lead: Committee)*

8. Thanks and close

- Chris summarised key actions, thanked everyone for their contributions, and noted the date of the first committee meeting:

First Committee Meeting: Thursday 4 December 2025, 19:30, Carron Community Hall

- Agenda topics for the committee meeting should be submitted at least one week in advance, where possible.
- The AGM closed at approximately 21:00.