

Carron Community Hall Council (CCHC)

Management Committee Meeting – Minutes

Date: Thursday 4 December 2025

Time: 19:30–21:15

Venue: Carron Community Hall

1. Welcome and Apologies

The Chair opened the meeting and confirmed that the quorum requirement was met.

Apologies received:

- Linda
 - Howard
 - Bill
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2. Appointment and Confirmation of Committee Members

2.1 Office Bearers

The committee confirmed the office bearers as agreed at the AGM:

- **Chair:** Stuart
- **Secretary:** Aart
- **Treasurer:** Chris

2.2 Ordinary Committee Members

The following were confirmed as ordinary committee members:

- Linda Wakely
- Lorraine Plunket
- Sheena K
- George
- Bill

2.3 Communication Channels

- The committee agreed to use **email** as the standard communication channel.
 - **Access to the central email account will be reviewed** following the election of the new committee – *Action: Aart.*
 - The **Facebook page needs updating** to reflect the charity status and OSCR registration number (**SC025996**) – *Action: Aart.*
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3. Minutes of the AGM (13 November 2025)

The minutes of the AGM were **approved**.

4. Finance and Independent Examiner

4.1 Accounts Examination

- The accounts are ready to be handed to the independent examiner.
- Chris confirmed that the **current Independent Examiner** will continue for the present financial year.

4.2 Financial Position

- A combined funding request for **roof repairs, front door replacement, and heating system installation** will be submitted.
 - **Total projected works cost: £118,316.72.**
 - **Current bank balance: £14,707.00** (including insurance payment for meeting room roof).
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5. Hall Maintenance and Capital Works

5.1 Electrical Works

- Electrical repairs have been carried out, including additional remedial work on the kitchen wiring, covered within the original quote.
- New heaters were donated.
- Heaters in the main hall remain unusable pending replacement of a breaker.
- **Total electrical cost: £2,737.00.**

5.2 Roof Replacement

- Quote received: **£40,380.00 (inc. VAT).**
- Moray Council has approved the works.
- Planned start date: **March 2026.**
- Emergency repairs completed at a cost of **£459.60 (inc. VAT).**
- Further damage assessment is still outstanding.
- Meeting room roofing requires repair; insurance-covered works quoted at **£3,670.90 (inc. VAT)**, including redecoration.
- Works planned to begin **mid-January 2026.**

5.3 Entrance Door Replacement

- No further updates.

5.4 Shelter Footings

- Howard Kyte's correspondence was shared and noted.
- The committee agreed that consultation with immediate neighbours should have been handled more sensitively.
- No further actions have been taken on the shelter project in over 12 months.
- No material investment has been made apart from the footings.
- The committee agreed that establishing a shelter for Speyside Way walkers **is not within the core responsibilities** of the Council.
- In light of concerns raised at the AGM, the footings are considered a **risk** and should be removed **as soon as practical**.
- *Actions: Aart and Chris.*

5.5 Heating System Quotes

- Two quotes received: one for **gas** and one for **oil**, both around **£60,000.00**.
 - **Action:** Stuart to contact Dalmunach to explore potential contribution towards heating or gas connection.
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6. Funding – Fred Olsen Windfarm Fund and Other Sources

- Current fund balance: **£89,232.38**.
- Fred Olsen confirmed the option to request **up to three years of funding in advance**.
- Based on financial changes over the past year, this equates to **£28,400.00**.
- Total available to request: **£118,317.00**.

Funding Decision:

Chris proposed that the committee request **£118,317.00** from the Fred Olsen fund to support:

- electrical repairs
- roof repairs and replacement
- front door replacement
- heating installation

Outcome: The committee **voted in favour** of submitting the funding request.

7. Hall Operations: Access, Cleaning and Bookings

- Item postponed to the next meeting.
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8. Promotion and Community Engagement

- Item postponed to the next meeting.
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9. Policy and Governance

- Item postponed to the next meeting.
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10. Any Other Competent Business (AOCB)

10.1 Imperial Cottages Road Maintenance

- A quote of **£61,500** was received for resurfacing the road.
 - The committee agreed to explore options to assist with identifying or applying for potential funding.
 - Stuart offered to advise on the matter.
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11. Summary of Actions and Date of Next Meeting

Actions

- **Aart** – Review access to central email account.
- **Aart** – Update Facebook page with OSCR details.
- **Aart & Chris** – Arrange removal of shelter footings.
- **Stuart** – Contact Dalmunach regarding possible contributions to heating or gas solution.
- **Secretary** – Summarise agreed actions for distribution.
- **Aart** – Send date picker for next meeting (early February).

Next Meeting

- **To be scheduled for early February 2026.**