

Carron Community Hall Council (CCHC)

Management Committee Meeting Minutes

Date: Wednesday 10 June 2026

Time: 19:00

Venue: Carron Community Hall

1. Welcome and Apologies

The meeting was chaired by Chris in the absence of a Chairperson.

No apologies were received.

Attending: Chris, Bill, Sheena and Aart.

The meeting was confirmed as quorate.

2. Minutes of the Previous Meeting (13 May 2026)

The minutes of the previous meeting were reviewed and approved without amendment.

Matters Arising

Sheena raised the need for increased communication and engagement with the wider community. This was agreed for further discussion under Any Other Competent Business.

3. Chair Vacancy and Governance

The committee discussed the continuing vacancy for the position of Chair.

It was confirmed that the constitution requires the organisation to have a Chairperson.

The committee agreed that notices should be published via the Carron Village Facebook page and the Carron Hall website seeking expressions of interest from anyone willing to take on the role.

Action: Aart to prepare and publish notices on Facebook and the hall website.

The possibility of holding an Emergency AGM will be reconsidered following the publication of these notices and assessment of community interest.

4. Hall Operations

Booking Procedures and Access Arrangements

It was confirmed that hall bookings should continue to be made through the Secretary, who will arrange access to the building as required.

Cleaning Arrangements

Chris presented a proposed cleaning schedule comprising:

- General cleaning every three weeks
- More extensive cleaning every six weeks
- Window cleaning once per quarter

Chris will seek quotations for cleaning services.

Hall Usage, Bookings and Community Activities

The committee considered a request from an ultra-running event organiser to use the hall toilet facilities on 27 June 2026.

The request was approved with no charge to be made.

Chris presented an analysis of the hall's operating costs, indicating an estimated running cost of £7.63 per hour.

Based on this analysis, the following hall hire charges were proposed and approved:

Facility	Standard Rate	Regular User Rate	Daily Cap
Main Hall, Meeting Room, Kitchen and Toilets	£12.50/hr	£10.00/hr	£45.00
Main Hall, Kitchen and Toilets	£10.00/hr	£8.00/hr	£37.50
Meeting Room, Kitchen and Toilets	£7.50/hr	£5.50/hr	£27.50
Kitchen and Toilets Only	£25.00 flat fee	N/A	N/A

The committee agreed that these rates should be published on both the Moray Federation of Community Halls and Associations (MFCHA) website and the Carron Hall website.

5. Finance Report

Chris presented the Treasurer's Report.

The committee noted:

- Current bank balance: approximately £85,262
- Funds set aside for heating project and contingency: £68,149
- Current committed expenditure: approximately £50,168

6. Capital Projects

Heating System Replacement

The committee reviewed the commercial appraisal of the three heating options available.

The estimated capital costs considered were:

- Gas-fired heating system: approximately £66,000
- Oil-fired heating system: approximately £58,000
- Electric heating system with solar panels and battery storage: approximately £29,000

The committee considered capital costs, likely operating costs, maintenance requirements and long-term sustainability.

Following discussion, the committee agreed to proceed with the electric heating option, subject to:

- Increased battery storage capacity being included; and
- Additional heaters being provided within the meeting room and small hall.

Action: Chris and Aart to continue discussions with the supplier regarding the revised specification.

Entrance Door Replacement

Chris advised that an order has been placed with Moray Glass for a new aluminium glazed entrance door.

Installation is currently scheduled for mid-August 2026.

Kitchen Refurbishment

No significant progress was reported.

Chris will continue to follow up the project and provide a further update at the next meeting.

7. Outstanding Projects and Actions

Speyside Way Shelter Footings

The committee reviewed the position regarding the remaining shelter footings.

It was noted that the Management Committee had previously agreed that the footings should be removed. Following representations from Mr Kyte, the committee subsequently agreed that the footings could remain in place provided they were made safe.

Mr Kyte has since advised that he is unwilling to undertake any additional safety works unless an independent professional assessment confirms that such measures are necessary.

After discussion, the committee agreed that, in the absence of agreement on making the footings safe, the original decision to remove the footings should now be implemented.

Action: Chris and Aart to arrange removal of the remaining footings.

Imperial Cottages Road

No updates were available regarding funding opportunities or future maintenance proposals.

8. Any Other Competent Business (AOCB)

Flat Roof Repairs

Chris reported that the remaining flat roof repair works have now been completed.

Community Communications

This topic has not reached any concrete result.

9. Date of Next Meeting

TBD

The meeting closed at approximately 21:30.