



Board Present (not present / apologies)	Mike Devenney (Chair), Mark Conti (Vice Chair), Linda Marquardt (Treasurer), Janice Hyndman (Treasurer), Neil Millward (Sec.), Barbara Beaton, Rana Bedawi (Elgin Academy), Bob Cunningham, Doug Hartley, Stacey Macdonald, Glenn Munro, Donnie Squair, Maggie Wellinger, & Angus Whitton.
<b>Matters arising</b>	New members: MD welcomed RB and DH. RB gave a brief personal history. It was clarified that both new members are joining as ex-officio members giving us 12 full members and 2 ex-officio. Committee introduced themselves. Minutes adopted.
Creation of portal for minutes	AW – done. NM suggested that changes be dealt with during the month previously and adoption is a straight forward process – minutes to go live after the subsequent meeting. MD returned to the importance of keeping the public up to date on our discussions; hence the above.
Developer Obligation Fund	MC described the fund indicating there is potentially £117,000 for us to apply for. Fund is being applied to for the changes to the flat and the development of the bar. MC reported that there is an architect drawing plans to allow us to keep the use of the upstairs rooms, but these are not available yet – hopes to have them soon. Some queries regarding pitch of the staircase. There is also a proposal for a bar redevelopment involving the lounge, patio and old oil tank area. NM asked to help with filing the form out. SM indicated that some of the money can be used for advertising in the form of an events brochure?? MC & SM reported that fund board members are very sympathetic to our case and wanting us to put in applications.
Challenge relating to Hall’s Listed Building status	MD indicated that we were being encouraged to challenge the listed status of the hall. There was a short discussion on the pros and cons of delisting. There was a unanimous feeling that ETH should pursue the delisting process. {Prop.MC Sec.BB} <b>MD to action</b>
El:gin contract	MC outlined the background to the El:gin Bar and the partnership with El:gin. He indicated that the solicitor {Neil Ross} had forgotten and would have a contract this week. – As a safety issue – rugs not to be used except where there are chairs on them to hold them in place.
Circulation of hire contract relating to `return condition as found`	SM reported that the booking form already contains the appropriate phrase. BB asked if we were sending this out as part of the booking confirmation, and who was going to follow up non-compliance MC raised a man-power issue and reported that he is looking at an automatic system. After a short discussion on booking cancellations and their impact; cancellation is now by email only before 14 days. Cancellations to go to DS who will pass on to BB if within the 14 day period for invoicing. <b>{Action DS &amp; BB}</b> Bookings on consecutive nights: There was a discussion regarding the clash at Christmas between LEA and Cantare bookings. <b>{Action DS}</b> – speak with Bill & Dougie. There was also a discussion regarding 25% deposit and a strict approach to enforcing the policy. DS and Bill are having weekly booking meetings to address building practicalities. <b>{Action DS}</b>
Board & Governance	NM outlined the structure of board membership. MD indicated that both RB and DH were coming onboard as ‘Ex-officio’ members and Dave Adams {DA} was looking to be a full member. DH was asked to provide a brief history of his experience. <b>Working groups:</b> MC asked for people to volunteer for an events sub-group. SM offered to lead the group and highlighted the need to do a glossy brochure – adding RB as a group member. Angus to supply IT needs for RB. <b>{Action AW}</b>



	<p>MD referred to some of the issues that had occurred over the Christmas holidays, and highlighted the need to remember lessons learned. BB highlighted the need for open and factual communication. MD complemented the team on where we had come to in the time we had been running.</p>
Finance	<p>There was a considerable discussion regarding financial procedures and where BB fits in the process.</p> <p>NM indicated an inability to define the process due to a lack of information. The agreed process <b>{Action all}</b> is that all emails referencing payments (in and out) are dealt with primarily by BB who will request a cheque/payment when it is needed. finance@elgintownhall.co.uk to go to BB, JH and LM</p> <p><b>Meeting with The Moray Council {Paul Connor}</b>: meeting went well. PC asked for monthly accounts, but BB indicated this was not possible due to a lack of invoices. MC offered to chase invoices and information.</p> <p>Deficit funding: TMC have paid ETH a sum of £4,700 as the first three months of the deficit funding. There was a protracted discussion concerning day to day invoice payments and who had paid and who hadn't. MD indicated a need to put a temporary moratorium on spending after the end of the month.</p> <p>BB asked when the bar was being taken over by the ETH Bar Ltd. It was agreed to hand over the bar to the company on the first day of Feb '19</p> <p>SM asked about the position of incoming groups running their own bar. MD indicated a desire not to take possible revenue from charity groups doing their own fundraising. MC agreed. MD highlighted a need for someone to manage the pool of volunteers who would for example help to run the bar.</p> <p>There was a discussion on the specifics of 'running the bar' SM indicated the importance of running the bar ourselves for all groups and creating a model of hall usage that is still attractive to the groups who have traditionally run their own bar. SM outlined a 'package' whereby we insist that in order to stay open we need a percentage of the bar takings – final discussion at the next meeting.</p> <p><b>Utilities</b>; there was a short discussion about purchasing utilities – Neil to research utilities contracts. <b>{Action NM}</b> Scottish procurement system one option, DTA another.</p> <p><b>Staffing</b>: MD reported speaking about the situation regarding the employment of staff / contracting TMC staff as a service. Bill had indicated a lack of movement – VAT – NM clarified using TMC staff incurred VAT as it constitutes a B2B service. BC suggested that the pension situation needs clarified</p>
Programme of events	<p>BC outlined the need for a booking programme for the board – how events are being funded, bar etc. MC indicated the variety of funding and pricing models. AW indicated that most of the information was already available – could be brought together. <b>{Action AW}</b> There was a short discussion on the type of events and which were more profitable. The balance between commercial events and community events.</p>
Friends of ETH	<p>SM reported the portal is now in place and needs populating with data before launch – currently aiming to launch on the 1<sup>st</sup> March '19 – Quotes for producing cards £550exVAT to purchase the printer or £600ex-VAT to get 300 printed for us. Discussion - SM proposed the purchase of printer and cards. Unanimous agreement.</p>
Growth deal	<p>MD reported on a meeting at which the CAT transfer had been mentioned and the need for a decision soon about when we action the CAT process. He highlighted conflict around the Grant Lodge proposals and various factions involved.</p> <p>SM reported the need to start collecting letters of support.</p> <p>NM reported the need to pick up on the feedback forms in order to fulfil the requirement to have feedback for the business case. Further discussion at next meeting.</p> <p>MD highlighted the issue of the lease being a barrier to grant fund-raising.</p>
CCTV	<p>NM reported that CCTV was only covered in terms of length of time we are storing data.</p>



	NM proposed that the policies are formally adopted at the next meeting. LM reported that PVG training was in process.
Invitation to Join Arts	SM indicated that we have been invited to take part in a 'We Make Moray' trip to Dumfries and Galloway Arts Festival. 23 <sup>rd</sup> – 26 <sup>th</sup> May. SM indicated an interest in going - <b>{action SM to post details}</b>
Communities Day 22 <sup>nd</sup> Jan	MD reported we have the opportunity to take part in the event 10:00-20:00 MD to book the event <b>{Action MD}</b>
AOCB	Defib Moray agreed – to go on the outside of the building by the bus stop. <b>{Action AW?}</b> Gill from BID is sorting out our seagulls Counselling room – should we be charging? Do we want to be part of the Chamber of Commerce? – Discussion for Phoenix – <b>Action</b> Request NM – when committee members are writing things on behalf of the group, please refrain from making up aims, values and objectives – we have these clearly documented on the server.
Adoption of new members	DH left the room and in his absence he was adopted onto the board.
Date of next meeting	1830 hrs on Wednesday 6 <sup>th</sup> February 2019 (special meeting Monday 21 <sup>st</sup> January 2019 at 1830 hrs)