

Report to Trustees from Meeting House Management Committee

Henry S. Thompson
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1. Works

1.1. Lighting

The replacement of all the incandescent lighting in the Meeting House was accomplished smoothly in June. The company involved, Keith Gunn, are clearly keen to establish themselves as our electrician of choice, and we intend to do so.

1.2. Carpets

We got two quotes for replacing the carpeting throughout, similar in cost. We subsequently learned that 75% recycled carpet tiles were available, and asked for new quotes. Only one firm replied, Peter Young, at less than 10% additional cost, and they will forward the existing Meeting Room carpet tiles for recycling. We request approval to contract with Peter Young Flooring Ltd at a cost of £14,573.58 inc VAT to take this forward using recycled carpet tiles. We had a tentative booking for the week beginning 30 September with them to go ahead—we will need to ask them to start on 1 October as we've taken a high-value booking for 30 September.

2. Edinburgh Festival Fringe

We're in the middle of this, with both flats and most of the Meeting House in the hands of C Arts/C Venues, for a combined total fee of £18,600, of which we have now received three-quarters, as agreed. The final payment is due by 14 September.

Relations between their staff and ours have been good, although their staff is over-loaded which has caused ours to have to help out in small ways with some regularity.

Rachel Fitzgerald, Katrina McCrea and Henry Thompson have acted in turn to hold the Manager's mobile and act as first point of contact for our staff in case of anything arising that they are not sure how to handle themselves. That's been working well. Henry and Rachel have had all-hands meetings to allow staff to share their concerns, raise questions and discuss plans, and there will be one more of these.

3. Recruitment

Trustees have seen the updated/rewritten material we have prepared for the appointment of a new Meeting House Manager. It is now [available online](#) and we have begun advertising, with a closing date of 15 September. We hope to be able to interview in early October.

4. Business as usual from 1 October

Staff have indicated their willingness to continue with the current arrangements, and we will be discussing this with them shortly. This would probably mean asking them to continue, at the existing increased rates, for a further three months, on the assumption that the earliest a new manager might be in place would be 1 January 2025.

A major item of work during this time will be the annual review of letting rates, taking in to account the rise in Real Living Wage which we expect will be announced in October.