

## **FINDOCHTY TOWN HALL**

### **CAT BUSINESS PLAN**

### **SUPPLEMENTARY SUBMISSION: COVID-19**

26 July 2020

Findochty Town Hall is a Scottish Charity, Number: SC048650 and is regulated by the Scottish Charity Regulator (OSCR)

## Background

Findochty Town Hall is a Scottish Charitable Incorporated Organisation (SCIO), charitable status granted 23 August 2018, charity number: SC048650. The Principal Office of the charity is 22 Station Road, Findochty, Buckie, AB56 4PN.

The objective of the charity is to provide or organise recreational facilities with the aim of improving the conditions of life for the people for whom the facilities or activities are mainly intended, namely to benefit the community of Findochty, Moor of Scotstown, Moor of Findochty, Westerton, Bauds and Law Hillock (Ward 12) and to involve members of the local community in providing such facilities and activities as well as to maintain the fabric of the building and facilities therein.

To this end, a Community Asset Transfer (CAT) application was submitted to Moray Council on 18 February 2020. The closure date of the consultation for the CAT application was to be 24 April 2020. However, following the declaration of a Covid-19 pandemic and a UK-wide lockdown on 23 March 2020, the closure date of the consultation period would now be during the period of lockdown, at a time when council offices had shut down non-essential services, including CAT-related. At the time of providing this supplemental submission, therefore, the CAT process has not been completed. Correspondence from Moray Council indicates a new date of 28 July 2020 for Findochty Town Hall to respond to representations received regarding the application. At time of writing, it appears that there has been one response, in support of the CAT application.

Prior to the nation-wide declaration of lockdown, the Trustees at a meeting held on 18 March 2020 had already agreed to suspend all activities and events at the Hall, even though they were aware that this might cause some inconvenience and resentment. However, given the age profile of many users of the Hall and the wider community (including the volunteers who service the activities) and that many may be within the vulnerable and shielding categories, it was felt necessary to do this in order to protect the community. There is a larger proportion of the older age groups in Findochty than in Moray or Scotland as a whole.

Members of Findochty Town Hall were updated on the situation and notices put up in the Hall windows for information.

## Activities and Events

Before the lockdown, the following activities and events were being organised at the Hall:

During the summer, a weekly pop-up café in the Seaview Room  
During the winter, a weekly “Thursday Club” for the community

On a monthly basis, committee meetings for the Community Council, the Gala Committee and the Town Hall Trustees.

On a weekly basis, Swedish exercise sessions; gymnastic dancing; and table tennis (other than school holidays)  
Coffee mornings as required – both for the Hall and outside bodies, usually as charity fundraisers

Over-60s party

Events for the Gala including dances

Burns Night and Hogmanay events

Funerals and funeral teas

Wedding receptions and wedding anniversary celebrations

Provision of a Heritage Room with items of local interest

Book swap available when the Hall is open eg during the pop-up café and Thursday Club

Private parties and functions

Other activities as required – eg local polling station

The Hall is also available, if required, as a nominated refuge in case of emergencies

### Current situation

It was obvious that there would be no activities or events whilst the lockdown and two metre distancing rules were in place. With no income from events and activities, Trustees made application for grants to cover the ongoing operating costs of the building.

All activities and events have been cancelled, but the fabric of the Hall and its amenities continue to be improved. Shortly before the lockdown, the Hall purchased new tables including some extra high for wheelchair users, and padded, comfortable chairs, together with new trolleys to transport the tables so that they can be more easily stored and set up as required. These items were acquired with the aid of a grant from The Gordon and Ena Baxter Foundation as well as a significant contribution from Findochty Town Hall funds.

Members and Trustees have continued their updating and improvement of facilities during the lockdown. The paintwork in the Hall has been refreshed whilst maintaining social distancing, with face masks and gloves being worn and hand sanitisers provided. The Hall will have been completely repainted by the end of July 2020. Following this refurbishment, the premises will be deep cleaned ready for reopening when that occurs.

Statutory testing continues to be carried out as required and grants have been successfully applied for to ensure that ongoing costs can be met. Further work to

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replace the gas boiler and water tank is planned for the near future and will improve sustainability and efficiency and reduce our carbon footprint. All work is carried out according to Scottish government and Moray council guidelines.

Trustees maintain contact via email and have been considering ways forward once lockdown restrictions are lifted.

It is hoped that the council will shortly remove items it owns from the cellars. This is in order to provide storage for the old tables and chairs which were replaced, these have been retained to be used by the community as and when required.

### Financial update

An application was made to the Third Sector Resilience Fund on 14 April 2020. This resulted in an award of £1,050 on 30 April 2020.

A further application was made to the Scottish Government Small Business Fund in May, which resulted in an award of £10,000.

The current account stands at £4,150, the reserve account stands at £14,950.

Until the Hall is able to generate income to cover the ongoing running costs through the resumption of activities and events, this reserve should enable the Hall to continue to survive the lockdown financially. With the Hall currently not being used, the energy bills will be reduced to the basic standing charges as little energy is being used, with other costs similarly reduced.

The tables covering the five year plan for Findochty Town Hall have been updated to reflect the impact of Covid-19 and have been attached as Appendix 1. It should be noted that lighting throughout the Hall has been replaced with low energy lighting, leading to significantly reduced running costs. The heating system has also been replaced, with significant savings to the gas bill.

It should be noted that even with reduced income, there should be sufficient funds to cover the costs of running and maintaining the Hall in the short and longer term.

### Future Plans

It was anticipated that no further activities or events would be able to take place at the Hall until Phase 3 or later of the Scottish Government's Recovery Plan.

Regular Health and Safety Risk Assessments have been carried out at the Hall annually, in addition to this, a Covid-19 specific risk assessment has been carried out. This is attached as Appendix 3.

This risk assessment has been put together regarding reopening of the Hall, but before the Hall reopens for any kind of activity or event, the risks will be reassessed. The risk assessment looks at how to deal with the implications of social distancing, through-flow of people in the building and how to implement a one-way system or a "one in, one out" solution to cope with pinch points or narrow corridors, and other

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ways in which to keep both users and volunteers safe. Cleaning, and provision of hand sanitisers, routines to adopt, method statements to ensure best practice, and safe operation of the building and facilities have been taken into account.

Advice is regularly sought from the Government website and other sources as required, including guidance from Moray Council and from the Health and Safety Executive (HSE) website. An example Privacy Statement is included as an annex to this document (Appendix 2), this would be displayed if contact details are required on reopening the Hall for events. Information and guidelines will be prominently displayed throughout the Hall, including the FACTS guidelines.

In order to re-start some community activities such as the pop-up café, keeping in mind that the attendees are often those from the vulnerable and shielding groups, these may have to take place in the main Hall, where there is more space and it will be possible to place tables to enable people to keep at least one metre apart, with the use of screens between tables and at service points, using face masks and visors, and hand sanitisers available on entering and exiting the premises. Scottish government guidance on reopening customer toilets will need to be followed, such as replacing reusable towels with disposable ones and cleaning of hard surfaces with disinfectant on access/entry.

Holding such events over a period of a few months later on in 2020, perhaps from September to November inclusive, would allow the Hall to generate some income towards providing for its own costs rather than relying on the reserves. It would also allow members of the community to emerge from the social isolation which has been imposed on them and to re-engage with family, friends and neighbours. The Trustees are very aware that many of the users of the Hall are in the older age group and many will have spent the lockdown period in isolation with limited contact with others.

Other (such as sporting) events may not be possible until the relaxation of more restrictions during Phase 3, such as the lifting of restrictions on gyms on 31 July 2020. Table tennis, gymnastic and fitness classes which have previously been carried out in the Hall will need to be reviewed, risk assessed, and method statements put together in co-operation with those running these activities. Attendees may have to arrive at the Hall wearing the clothing they need for the activities, without the option of changing rooms, and be prepared to wear masks when circulating around the building.

Functions such as funerals, funeral teas, church services and coffee mornings will need to be discussed and plans put together as to how these can be carried out with minimal risk to all those involved. It may be that some events will not be possible until total lifting of restrictions nation-wide since they will involve larger gatherings, mainly of people in the more vulnerable age profile.

The CAT application will need to be decided at some point in the future, as will the issue of "Common Good" land, which will need some consultation and will be decided at the Sheriff's Court. It will be necessary to extend the lease for the Hall until these issues have been resolved. There is agreement from Moray Council that the lease can be extended on a month by month basis as required.

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## Appendix 1: FINDOCHTY TOWN HALL: FIVE YEAR PLAN

### Costs (Updated to reflect impact of Covid-19)

Figures for Years 2, 3 and 4 have been adjusted to take account of reduced costs and reduced income (in case of a second wave of infection and the need for a longer closure). Other information is essentially the same or updated where newer figures are available. Income for Year 2 includes pre-Covid bookings, and there may still be some income in Years 2, 3 and 4 from post-Covid bookings, also from the sale of calendars for 2022 and the Gala.

Running costs	Pre-July 2018	Year 1	2019/20 Year 2	2020/21 Year 3	2021/2022 Year 4	Year 5
Insurance	1277	929.22 <sup>1</sup>	1060	1155	1200	1300
Gas (inc heating)	2586	970.91	300	600	920	940
Electricity	614	1768.24	500	800	800	800
Telephone	405	0	0	0	0	0
Emergency lighting/fire <sup>2</sup>	283	350	250	250	250	370
Water rates <sup>3</sup>	595	495.92	300	0	0	0
Rates <sup>4</sup>	1008	0	0	0	0	0
Trade waste	520	0	0	0	0	0
PAT	45	20	20	25	25	30
Repairs/maintenance	13000	2435.41	1000	1000	1000	1000
Refurbishment		2311.59	1000	1000	1000	1000
Boiler service	800	260	0	190	200	200
Fire extinguisher service	180	120	120	120	125	125
Consumables:			0	0	0	0
Cleaning		231.23	230	230	240	240
Tea, coffee, milk, sugar		32.60	20	35	35	40
Other purchases		675.93	250	300	500	500
Office supplies, print etc		519.16	200	250	450	500
Buying in skills			0	0	0	0
Licences <sup>5</sup>	100	147	0	0	147	0
Memberships <sup>6</sup>		90	90	90	90	90
<b>Total</b>	<b>23371</b>	<b>11268.21</b>	<b>5340</b>	<b>6045</b>	<b>6982</b>	<b>7135</b>

- 1 As a registered charity, certain costs may be zero-rated and therefore reduce
- 2 The boiler was replaced January 2020, this has a six year warranty and requires an annual inspection.
- 3 Amounts for repairs/maintenance and refurbishment are estimated and may be higher or lower; any amount not spent can be carried over to the next year
- 4 Assumption has been made that costs are likely to increase in the future and they have been adjusted accordingly.
- 5 Future costs are estimates only

<sup>1</sup> Buildings, contents and public liability; includes insurance for Christmas Lights (stored on site)

<sup>2</sup> Emergency lighting, fire safety including checking and replacing sensors – twice yearly inspection

<sup>3</sup> Water rates should reduce to zero as we are a charity – currently being pursued

<sup>4</sup> Rates and trade waste zero as we are a charity

<sup>5</sup> Public Entertainment Licence is valid for three years

<sup>6</sup> Touring Network, £75 annually; Moray Halls Association £15 annually

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## FIVE YEAR PLAN

### Income

Income	Pre-July 2018	Year 1 2018/9	Year 2 2019/20	Year 3 2020/1	Year 4 2021/2	Year 5 2022/3
Main Hall hire <sup>7</sup>		1940	750	750	750	2150
Heritage Room hire <sup>8</sup>	-	75	80	80	85	90
Seaview Room hire <sup>9</sup>		65	70	70	80	85
Pop-up café	-	2927 <sup>10</sup>	900	1800	1800	3500
Calendars		1226.60	1200	0	1200	1350
Fund raising events		1634.74	700	700	700	1500
Donations		1515.50	900	1050	1100	1150
Recycled clothing bin		500	500	550	550	600
Christmas Lights storage		400	400	410	410	420
Grant funding <sup>11</sup>		6272.50	13892	0	0	0
Bank account interest		0.06	0.10	0.15	0.20	0.25
Moray Council deficit funding (one-off)		1300	0	0	0	-
Total	(£1000+ loss)	16556.4	19392.1	5410.15	6675.2	10845

#### Notes regarding income

- 1 Christmas Lights pay £175 twice a year and £50 once a year for insurance
- 2 Masons pay £94.50 for the year but also match this with a donation
- 3 Table tennis pays £40 per week for approximately 42 weeks
- 4 Exercise classes – two groups, weekly for approximately 50 weeks each
- 5 Donations include £450 from the quiz; future donations may be increased by applying Gift Aid.
- 6 Grant funding needs to be applied for and cannot be guaranteed as a future source of income so has not been included but is likely to be more than zero.
- 7 Income from room hire may increase as the building is used more
- 8 If there is little or no income during the lockdown period, it may be possible to raise funds from the community through crowd-funding in order to ensure we can pay running costs

As a charity, any surplus from income after deducting expenditure (where this should be the case) is ploughed back into the Hall to improve, or provide additional, facilities, and to enhance activities and events for the Members and the community. Financial years start in September (due to granting of charitable status in August)

#### Assets (updated July 2020):

- 1 Fixtures and fittings added since taking over: total £9,729
- 2 Current account balance: £4,150
- 3 Reserve (savings) account: £14,950

It should be noted that even with a reduced income, the costs of running the Hall should still be adequately covered.

<sup>7</sup> Main Hall income includes quizzes, funerals and funeral teas, dances, coffee mornings, table tennis, exercise classes and polling station

<sup>8</sup> Mainly Community Council meetings

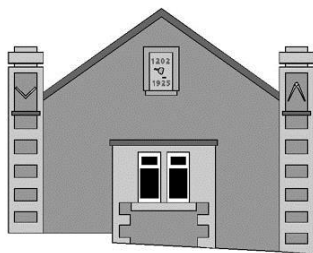
<sup>9</sup> Mainly masonic meetings

<sup>10</sup> Actual, from 29 sessions between 2 May 2019 and 28 November 2019

<sup>11</sup> Year 1: dishwasher and blinds; year 2: EB Scotland – for boiler, lighting and repointing

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## Appendix 2:



### FINDOCHTY TOWN HALL

## Collection of Personal Data - Privacy Notice

### Introduction

For the health and safety of the customers and volunteers in these premises, we are recording the name and contact details of everyone who enters to support NHS Scotland's Test and Protect. This information will be used to enable NHS Scotland to contact you should you have been in the premises around the same time as someone who has tested positive for coronavirus. Contacting people who might have been exposed to the virus is an important step in stopping the spread.

### Reasons for data collection

As stated above, the purpose for which we are processing your personal data is to assist with NHS Scotland's Test and Protect strategy in relation to the coronavirus public health epidemic. This will involve the gathering and, when necessary, the sharing of information with NHS Scotland as the responsible body for Test and Protect. Your data will not be used for any other purpose.

In order to assist in the containment of the virus, we will only share your data when it is requested directly by NHS Scotland. This will only be in the unlikely event there is a cluster of coronavirus cases linked to the venue. Information will be transferred securely to NHS National Services Scotland who will use the data to contact trace those who were in the establishment at the same time as the positive case, and will provide guidance and support to those who may be advised to self-isolate.

Read further information on the NHS Scotland Test and Protect strategy on the NHS website at:

[www.informationgovernance.scot.nhs.uk/use-of-your-data-for-track-trace-isolate-tti/](http://www.informationgovernance.scot.nhs.uk/use-of-your-data-for-track-trace-isolate-tti/)

### Type of data collected

Along with the date and time of your arrival and departure, we will collect the following personal data if applicable:

- ☐ your name; and
- ☐ contact telephone number

If you do not have a telephone number, you have the option to provide:

- ☐ a postal address; or
- ☐ an email address

Customer health information will not be requested or stored.

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## **Lawful basis for collecting this data**

Under data protection law, GDPR Article 6(1), we have a number of lawful bases that allow us to collect and process personal information. In this case, the lawful basis for processing your data is 'legitimate interests'.

Broadly speaking 'legitimate interests' means that we can process your personal information if we have a genuine and legitimate reason and we are not harming any of your rights and interests. Our legitimate reason for processing your data is to assist with NHS Scotland's Test and Protect strategy in relation to the coronavirus public health epidemic. Before sharing any information we will carefully consider and balance any potential impact on you and your rights.

## **Data retention period**

Your personal data will be retained only for the purposes stated in this privacy notice and will be held by us for no more than 3 weeks (21 days).  
All personal data will be held and disposed of in a safe and secure manner.

## **Your rights**

As defined in the data protection law, GDPR Article(s) 12-23, you have the following rights:

- ☐ the right to be informed about the collection and use of your personal data. This is outlined above.
- ☐ the right to erasure. If at any point within the 21 days after your visit you decide you'd like us to delete the personal data you provided, please advise us and we will delete all information related to you.
- ☐ the right to object to us processing your personal data. If you do so, we will delete all the personal data we hold in relation to you
- ☐ the right to rectification. If the information held is in any way incorrect, you can contact the data controller and request that the information be rectified.

In certain circumstances exemptions to these rights may apply. Further information is available on the Information Commissioner's Office website at:

[www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/](http://www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/exemptions/)

## **Complaint procedure**

If you consider that your personal data has been misused or mishandled by us, you can raise this with the data controller. In this instance, the data controller is the Chair of the Trustees of Findochty Town Hall. If you remain dissatisfied you can make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Post: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

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### Appendix 3: Findochty Town Hall – Covid-19 Risk Assessment

For the purposes of this risk assessment, the Hall would be defined as a “Medium” establishment (250m<sup>2</sup> to 2500m<sup>2</sup>) as described in the Scottish Government’s “Coronavirus (COVID-19): tourism and hospitality sector guidance.”<sup>12</sup> The guidance states that, regardless of the size of the establishment, where there are five employees, a full risk assessment is required to be written down. Findochty Town Hall has no employees but this risk assessment will hopefully provide clarity on potential risks and how to avoid them. **Any decision to reopen the Hall or reinstate any event will be taken by the Trustees, taking this risk assessment into consideration but also any further developments which may apply by that date.**

What are the hazards/risks?	What action can be taken?	Action by whom/when?	Comments
Lack of physical distancing: signage and marking	Paint or tape on floor to indicate 2 metre distance Signage to indicate hygiene and distancing points. Display FACTS guidance Comply with Scottish government guidance on reopening public or customer toilets	Trustees/Members before reopening premises	Concern about difficulties in seeing markings/signage by the vision impaired or others with mobility or other needs.  The main corridors are between 1 metre and 1.2 metres wide, it is not possible to implement a “one way” system to access eg toilets whilst keeping to 2 metre rule. A “one in, one out” system could be considered
Lack of physical distancing: capacity	Decide on the maximum number of people who can be in the building at any one time and still safely follow the 2 metre distancing guidelines. This needs to take account of pinch points such as layout of tables and chairs	Trustees/Members before reopening premises	Concern about how to limit potential visitors, which may lead to issues around queue management (see below). It would be difficult to use the smaller rooms other than for very small meetings and still meet social distancing criteria, so only the main Hall could be used more generally.
Lack of physical distancing: volunteers and visitors/customers/users	Introduction of one way system at entry and exit points. Stagger arrival and departure times. Try to use more than one entry/exit point. Review layouts to allow people to be more distant from each other	Trustees/Members before reopening premises	It would not be possible to do a one way system given the corridor width. An entry/exit system using more than one entry/exit would involve steps, so not possible for disabled users. A “one in, one out” system would be possible with the wearing of masks and a suitable way of enforcement.

<sup>12</sup> <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/> accessed 22 July 2020

What are the hazards/risks?	What action can be taken?	Action by whom/when?	Comments
Lack of physical distancing: queue management	Need to ensure there is physical distancing within any queue, such as marking out 2 metres; an area needs to be provided where people can queue, preferably outdoors	Trustees/Members before reopening premises	The only outdoor space is the car park, there may be issues around people queueing there, given that it is access for the garages, as well as the uneven surfaces (slip, trip hazard). Also, not good in inclement weather. Restricting numbers would reduce need for queueing.
Lack of physical distancing: adapting services	Change layouts to allow physical distancing; face to face and physical contact services must be discontinued. Screens provided if possible and relevant.	Trustees/Members before reopening premises	Services currently provided include exercise classes, table tennis, group activities of various kinds. These all require close proximity, the one metre exemption would require to be applied, with the wearing of masks wherever possible and participants asked to get changed before attending at the Hall.
Enforcement of suitable hygiene	Use of cards/contactless rather than cash. Reduce potential hand contact or contact with hard surfaces. Reminders and signage regarding hygiene and hand washing. Provision of hand sanitisers at appropriate points. Only over-counter option provided rather than self-service. Toilets need to be used safely and within the guidance.	Trustees/Members before reopening premises	Most activities where money is involved would not be possible with using card or contactless. No such terminal is available at the Hall. With a one-way system, toilets could not be accessed whilst ensuring suitable distancing. If using a "one in, one out" system, it would require signage, the wearing of masks in the corridor and toilet, suitable cleaning materials provided and cleaning regime instigated, with the facilities regularly monitored.
Issues around cleaning	All areas to be kept clean, hard surfaces and pinch points to be monitored and cleaned routinely. Waste removed and personal belongings taken off site eg water bottles, etc	Trustees/Members before reopening premises	Cleaners are volunteers, many within the vulnerable and/or shielding groups. The fewer people who use the Hall, the less risk to those having to provide the cleaning services. If necessary, professional cleaners might have to be employed.
Other means of transmission	Reduce potential transmission by use of screens; provide hand sanitisers and hand washing facilities. Increase ventilation where safe to do so.	Trustees/Members before reopening premises	The Hall currently has no suitable screens. It may be possible to provide screens between tables and at service points, with visors for serving staff in addition to gloves already being worn and tongs being used; food in display cases for hygiene

What are the hazards/risks?	What action can be taken?	Action by whom/when?	Comments
Lack of communication – this could impact on Members, Trustees, volunteers users	Make the risk assessment available and review on a regular basis. Provide written or verbal communication on the latest guidelines inside and outside the establishment. Ensure everyone is updated on routines and guidance on using facilities.	Trustees/Members before reopening premises	The risk assessment can be posted on the notice board in the Hall and in the window of the Hall so that it can be available and sent out by email if required and/or requested
Safety of volunteers and group leaders	Try to avoid face to face meetings, meet remotely or correspond via phone or email. Stagger break times where appropriate. Be clear on what action should be taken in the case of any incidents. Use a grouping system to keep specific pairs or groups of volunteers together. Consider contingency plans.	Trustees/Members before reopening premises	This would need to be considered again when the facilities are eventually reopened, depending on Government restrictions, guidance and time lines and depending on what events and activities might be involved.
Data privacy	Ensure visitors/users provide contact information, and keep such information in a safe and secure manner	Trustees, users and volunteers as required at events	Visitors/users to write names and contact details on paper slips and put into a sealed container, kept securely off-site by named person for three weeks and then destroyed if not needed for Test and Protect

Should Findochty Town Hall wish to consider applying for a one metre exemption in order to run activities and events at the Hall, there are further risks and actions to consider. There are several issues around reopening the Hall within current guidelines which make it difficult to do so safely until we have been able to incorporate requisite signage, markings, screens, method statements, rules for using the Hall, and the provision of hand sanitisers. These would be provided if and when the reopening of the Hall is considered. It is the intention of the Trustees that the Hall will not reopen at the moment but when a decision has been taken to reopen the Hall or reinstate events, the Trustees would anyway ensure it can meet any guidelines set out by the local authority and the Scottish government.

This risk assessment has been carried out remotely by Pamela Ross (Secretary and Trustee with Health and Safety Responsibility) on 26 July 2020, and has been agreed by the Trustee Board of Findochty Town Hall.