

## **The Fishermen's Hall Trust**

Supplementary information to support previously submitted CAT on behalf of the Fishermen's Hall Trustees to support the transfer of the Hall to the community.

This information is submitted in July 2021 with the understanding that due to the current floor situation there is uncertainty as to when the Fishermen's Hall will be able to be safely reopened to the public for its intended use.

Projections are therefore based on the hall commencing gradual reopening as from October 2021.

### **Background**

The Fishermen's Hall is a Scottish Charitable Incorporated Organisation (SCIO), charitable status granted August 2018. The Principal Office of the charity is

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 Buckie and the surrounding AB56 postal districts 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 in 2020. However, following the declaration of a Covid- 19 pandemic and a UK-wide lockdown on 23rd 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.

Prior to the nation-wide declaration of lockdown, the Trustees at a meeting held in 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.

### **Activities and Events**

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

Regular hires from

from

this was supplemented by occasional hires

Coffee mornings as required – both for the Hall and outside bodies, usually as charity fundraisers

Primary and secondary Graduation Parties

Burns Night and Christmas Dinners

Funerals and funeral teas

Wedding receptions

Private parties and functions

Full planned year of Artists such as One Night in Dublin, Jersey Boys etc brining national and International Shows to the local community.

### **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. During the lockdown, the Hall were gifted 180 new chairs with wipeable surfaces that will be excellent with ongoing management of the spread of CoVid with easy wipe down coverings.

The hall has also experienced some serious issues with the floor. This has caused areas of the floor to rise creating large, raised areas which are deemed as unsafe and are currently under investigation. There is no sign of water from within the building, but we await further advice through engagement with a professional builder to ascertain the cause and hopefully to remedy the situation. This matter is with the insurers who are awaiting the Trustees to gain specific information regarding the matter. Currently the hall remains closed as a matter of health and safety related concerns.

Trustees maintain contact via email

### **Financial update**

An application was made to the Third Sector Resilience Fund 2020. No funding was allocated.

A further application was made to the Scottish Government Small Business Fund in May, which resulted in an award of £25,000.

The current account stands at, approximately £42,000, the second restricted account stands at approximately £1000.

Until the Hall is able to generate income to cover the ongoing running costs through the resumption of activities and events, the funds 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 and minimum heating energy is being used, with other costs similarly reduced.

The tables covering the five year plan for the Fishermen's Hall have been updated to reflect the impact of Covid-19 and have been attached as Appendix 1.

### **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. Along with our expectations of what user groups will require to provide when recommencing hires in the hall.

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 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 keeping in mind that the attendees are often those from the vulnerable and shielding groups, these will be in the main hall and attendees will require to keep and log on every visit the details of participants and ensure that the rules relating to sanitising and safe space and wearing of masks etc comply with government guidance and expectations.

Holding such events over a period of a few months late on in 2021, perhaps from October to December 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 social dance) 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. 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, 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 Trustees are also very aware that events such as coffee mornings, bingo teas, etc may be much reduced due to a number of factors – the continuation of isolating by many of the elderly who are the main attendees, the reduced capacity due to less financial capacity within communities where job loss, furlough and family circumstances have changed dramatically and may take years to recover. The continued risk of CoVid and the reduction in numbers to allow space and room within the hall areas.

### **Collection of Personal Data - Privacy Notice**

#### **Introduction**

For the health and safety of the customers and volunteers in these premises, we are recording or requesting that group managers/leaders record 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:

If you do not have a telephone number, you have the option to provide: an email address or postal address.

Customer health information will not be requested or stored.

### **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.

HEADING	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME
credit / refund							£15.36	£516.00			£359.94			
donations	£366.92				£300.00		£100.00	£300.00		£20.00				
fundraisers	£3,890.20		£2,140.00	£1,630.03	£696.79		£3,744.70	£5,125.72	£2,470.00		£16,650.68	£842.30	£2,251.90	£1,249.30
hires, occasional						£501.58	£120.00	£728.00	£437.50	£479.00	£1,264.00	£2,100.00	£1,800.00	£270.00
hires, regular						£180.00	£1,030.00	£590.00	£1,300.00	£1,270.00	£540.00	£670.00	£1,190.00	£1,190.00
memberships FOFH	£435.00													
miscellaneous/Wedding Deposit														
x						£20,000.00								
x		£1,500.00												
x Post Office /MC Defecit Funding							£1,000.00							
x Scottish Land Fund 1 £16750														
x SSE Beatrice														
x Tesco Bags of Help £4000														£3,000.00
x Tesco Dev Obligations								£7,391.16		£5,780.87				
<b>SUB TOTAL</b>	<b>£4,692.12</b>	<b>£1,500.00</b>	<b>£2,140.00</b>	<b>£1,630.03</b>	<b>£996.79</b>	<b>£20,681.58</b>	<b>£6,010.06</b>	<b>£14,650.88</b>	<b>£4,207.50</b>	<b>£7,549.87</b>	<b>£18,814.62</b>	<b>£3,612.30</b>	<b>£5,241.90</b>	<b>£5,709.30</b>
SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND
consumables, cleaning							£18.66	£97.18				£364.44	£58.32	
consumables, bar							£2,811.24	£3,181.24		£1,446.31	£4,957.30	£793.02	£128.27	£248.33
consumables, events	£15.50							£162.59	£69.60	£422.88	£217.81	£6.47	£133.90	£30.00
consumables, food	£350.00		£97.69	£501.35				£344.05			£860.03	£112.68	£109.22	£100.00
entertainment											£650.00			£1,380.00
equipment, hall						£52.99	£157.31	£29.99		£4,000.00		£90.00		
equipment, kitchen bar BCG						£2,480.95	£3,999.68					£1,342.88	£348.49	
equipment, kitchen bar TO						£7,291.39		£5,646.74			£301.40		£180.00	
equipment, kitchen bar											£94.59			
equipment, office												£349.96		
insurance					£1,941.19									
IT telecomms				£292.88				£132.73	£46.10	£46.60	£43.40	£45.60	£45.60	£76.00
licenses, membership						£576.14	£25.00		£232.50				£35.00	
marketing, events								£74.40				£120.00		£13.00
marketing, TFHT					£171.00	£254.00	£47.88	£548.40				£345.00		
postage														
professional fees														
project - SSE Beatrice														
refunds													£150.00	
renewals replacements					£88.06		£400.00	£260.99	£35.98		£1,001.53	£30.00		
repairs maintenance						£278.18	£521.91	£283.28		£272.99	£55.70	£539.00	£867.24	£141.00
repairs maintenance BCG												£1,207.27	£1,138.00	£861.00
security											£160.00			£160.00

staffing														
stationery	£110.00		£59.94	£9.00	£18.00			£2.75				£15.90		
training					£270.00									
utilities, gas												£675.00		
utilities, water												£108.41		£184.57
utilities, electricity												£850.00		
waste disposal							£45.00	£9.99						
<b>SUB TOTAL</b>	<b>£475.50</b>	<b>£0.00</b>	<b>£157.63</b>	<b>£803.23</b>	<b>£2,488.25</b>	<b>£10,933.65</b>	<b>£8,026.68</b>	<b>£10,774.33</b>	<b>£384.18</b>	<b>£6,188.78</b>	<b>£8,341.76</b>	<b>£6,995.63</b>	<b>£3,194.04</b>	<b>£3,193.90</b>
<b>Income less expenditure</b>	<b>£4,216.62</b>	<b>£1,500.00</b>	<b>£1,982.37</b>	<b>£826.80</b>	<b>-£1,491.46</b>	<b>£9,747.93</b>	<b>-£2,016.62</b>	<b>£3,876.55</b>	<b>£3,823.32</b>	<b>£1,361.09</b>	<b>£10,472.86</b>	<b>-£3,383.33</b>	<b>£2,047.86</b>	<b>£2,515.40</b>

Apr-19	May-19	Jun-19	SUM
INCOME	INCOME	INCOME	SUM
			£891.30
		£85.00	£1,171.92
£1,980.00		£1,433.00	£44,104.62
£270.00	£470.00	£1,066.00	£9,506.08
£940.00	£910.00	£960.00	£10,770.00
			£435.00
		£150.00	£150.00
			£20,000.00
			£1,500.00
£2,519.50			£3,519.50
			£0.00
	£6,697.00		£6,697.00
			£3,000.00
			£13,172.03
£5,709.50	£8,077.00	£3,694.00	£114,917.45
			£0.00
SPEND	SPEND	SPEND	£0.00
£60.00		£60.00	£658.60
		£750.00	£14,315.71
£102.20			£1,160.95
£20.00			£2,495.02
		£2,365.00	£4,395.00
	£100.00		£4,430.29
£239.98			£8,411.98
			£13,419.53
			£94.59
£38.94		£1,050.00	£1,438.90
			£1,941.19
£46.00	£46.00	£46.00	£866.91
£60.00		£10.00	£938.64
£120.00		£120.00	£447.40
			£1,366.28
£10.00			£10.00
	£600.00		£600.00
		£11,978.02	£11,978.02
			£150.00
£233.29	£3,400.00	£546.71	£5,996.56
£205.87		£1,138.00	£4,303.17
£200.00			£3,406.27
			£320.00



			£0.00
£18.00		£18.00	£251.59
			£270.00
£1,286.92	£163.93	£314.14	£2,439.99
£99.11			£392.09
			£850.00
		£216.30	£271.29
£2,740.31	£4,309.93	£18,612.17	£87,619.97
			£0.00
£2,969.19	£3,767.07	-£14,918.17	£27,297.48

HEADING	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	SUM
INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	SUM
credit / refund	£164.97	£1,315.31	£2,389.22	£36.04	£630.76	£41.87					£7,197.74		£11,775.91
donations			£225.36	£891.50		£100.00							£1,216.86
fundraisers	£8,712.00		£3,263.95	£3,043.77	£4,191.80	£12,340.43	£1,040.50		£4,803.60				£37,396.05
hires, occasional	£516.20		£1,008.62	£340.00	£427.50	£789.00	£676.00	£225.50	£1,110.87				£5,093.69
hires, regular	£1,280.00	£400.00	£40.00	£1,460.00	£1,322.50	£1,120.00	£450.00	£1,290.00	£1,020.00				£8,382.50
memberships FOFH/adverts													
year events						£1,200.00	£125.00		£75.00				£1,400.00
Covid Grant Funding											£25,000.00	£2,654.83	£27,654.83
x													£0.00
x								£1,267.00					£1,267.00
x Post Office													£0.00
x Scottish Land Fund 1 £16750		£1,306.00		£4,994.00									£6,300.00
x SSE Beatrice													£0.00
x Tesco Bags of Help £4000			£2,928.60										£2,928.60
x Tesco Dev Obligations			£8,000.00										£8,000.00
<b>SUB TOTAL</b>	<b>£10,673.17</b>	<b>£3,021.31</b>	<b>£17,855.75</b>	<b>£10,765.31</b>	<b>£6,572.56</b>	<b>£15,591.30</b>	<b>£2,291.50</b>	<b>£2,782.50</b>	<b>£7,009.47</b>	<b>£0.00</b>	<b>£32,197.74</b>	<b>£2,654.83</b>	£111,415.44
													£0.00
SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	£0.00
consumables, cleaning	£81.54				£98.70			£126.04					£306.28
consumables, bar	£2,871.64	£106.16	£3,955.11	£4,886.68	£1,855.87	£2,871.73	£823.59		£1,159.39	£780.24	£3,208.75		£22,519.16
consumables, events	£66.92	£355.13		£102.32	£31.02	£1,051.67							£1,607.06
consumables, food			£308.30	£387.02		£1,000.00							£1,695.32
entertainment	£1,380.00			£800.00					£4,192.50				£6,372.50
equipment, hall		£1,104.70		£649.19									£1,753.89
equipment, kitchen bar BCG													£0.00
equipment, kitchen bar TO													£0.00
equipment, kitchen bar													£0.00
equipment, office			£79.99			£7.99	£7.99	£7.99	£7.99	£7.99		£7.99	£127.93
insurance	£1,988.65												£1,988.65
IT telecomms	£45.60	£45.60	£45.60	£45.60	£45.60	£45.60	£45.60	£95.60	£45.60	£45.60	£45.60	£45.60	£597.20
licenses, membership	151.92	£20.00		£30.00	£30.00	£10.00			£40.00				£281.92
marketing, events	£129.60	£526.00	£43.92			£1,257.14	£126.00	£60.00					£2,142.66
marketing, TFHT ink	£7.99	£13.99	£7.99	£27.99	£17.99	£17.99	£17.99	£17.99	£17.99	£17.99	£17.99	£17.99	£201.88
postage			£7.99								£7.99		£15.98
professional fees				£5,682.18									£5,682.18
project		£1,305.48	£8,102.60	£3,608.60	£4,976.81								£17,993.49
refunds												£1,254.83	£1,254.83
renewals replacements	£1,541.87	£155.79		£50.00	£121.00		£93.40						£1,962.06
repairs maintenance	£229.97	£60.00		£31.05		£1,700.66	£279.06		£529.20		£489.14		£3,319.08

repairs maintenance BCG													£0.00
security													£0.00
staffing					£530.00		£905.00	£250.00					£1,685.00
Stationary	£18.95	£50.00											£68.95
training													£0.00
utilities, gas	£141.85	£100.05		£325.71		£864.48	£552.09	£552.54	£514.72	£339.35	£80.37	£89.96	£3,561.12
utilities water													
utilties, electricity				£745.17	£973.30	£124.92	£2,543.32	£474.51	£255.19	£292.92	£360.20	£116.05	£5,885.58
waste disposal		£124.67		£124.67		£57.14							£306.48
<b>SUB TOTAL</b>	<b>£8,656.50</b>	<b>£3,967.57</b>	<b>£12,551.50</b>	<b>£17,496.18</b>	<b>£8,150.29</b>	<b>£9,539.32</b>	<b>£4,489.04</b>	<b>£2,239.67</b>	<b>£7,012.58</b>	<b>£1,484.09</b>	<b>£4,210.04</b>	<b>£1,532.42</b>	£81,329.20
													£0.00
<b>Income less expenditure</b>	<b>£2,016.67</b>	<b>-£946.26</b>	<b>£5,304.25</b>	<b>-£6,730.87</b>	<b>-£1,577.73</b>	<b>£6,051.98</b>	<b>-£2,197.54</b>	<b>£542.83</b>	<b>-£3.11</b>	<b>-£1,484.09</b>	<b>£27,987.70</b>	<b>£1,122.41</b>	£30,086.24

[illegible]

staffing													£0.00
Stationary													£0.00
training													£0.00
utilities, gas	£83.61	£84.52	£84.68	£75.93	£77.26	£305.05		£308.41	£361.02	£601.02	£227.08	£124.59	£2,333.17
utilities water													
utilties, electricity	£113.64	£98.23	£98.23		£60.70	£212.18		£212.18	£212.18		£636.00	£150.56	£1,793.90
waste disposal			£61.20	£124.67							£187.67		£373.54
<b>SUB TOTAL</b>	<b>£268.83</b>	<b>£254.33</b>	<b>£918.46</b>	<b>£2,297.40</b>	<b>£403.89</b>	<b>£593.31</b>	<b>£484.38</b>	<b>£5,048.67</b>	<b>£1,378.00</b>	<b>£737.10</b>	<b>£1,126.83</b>	<b>£351.23</b>	£13,862.43
													£0.00
<b>Income less expenditure</b>	<b>-£243.83</b>	<b>-£254.33</b>	<b>-£918.46</b>	<b>-£2,297.40</b>	<b>-£403.89</b>	<b>-£593.31</b>	<b>-£484.38</b>	<b>-£1,338.67</b>	<b>-£1,378.00</b>	<b>-£737.10</b>	<b>-£1,126.83</b>	<b>-£351.23</b>	<b>-£10,127.43</b>

HEADING	Jul-21	Aug-21	May-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	SUM
INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	INCOME	SUM
credit / refund													£0.00
donations													£0.00
fundraisers				£200.00	£200.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£500.00	£3,900.00
hires, occasional				£200.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£300.00	£2,600.00
hires, regular				£300.00	£300.00	£300.00	£700.00	£700.00	£700.00	£700.00	£700.00	£700.00	£5,100.00
memberships FOFH													£0.00
CoVid Grant Funding													
x													£0.00
x													£0.00
x Post Office													£0.00
x Scottish Land Fund													£0.00
x SSE Beatrice													£0.00
x Tesco Bags of Help													£0.00
x Tesco Dev Obligations													£0.00
<b>SUB TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£700.00</b>	<b>£800.00</b>	<b>£1,100.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	<b>£1,500.00</b>	£11,600.00
													£0.00
SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	SPEND	£0.00
consumables, cleaning	£45.00		£50.00		£45.00		£50.00		£45.00		£50.00		£285.00
consumables, bar													£0.00
consumables, events				£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£900.00
consumables, food				£50.00	£75.00	£75.00	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00	£800.00
entertainment													£0.00
equipment, hall													£0.00
equipment, kitchen bar BCG													£0.00
equipment, kitchen bar TO													£0.00
equipment, kitchen bar													£0.00
equipment, office													£0.00
insurance	£2,000.00												£2,000.00
IT telecomms	£46.00	£46.00	£76.00	£46.00	£46.00	£76.00	£46.00	£46.00	£76.00	£46.00	£46.00	£76.00	£672.00
licenses, membership			£200.00						£200.00				£400.00
marketing, events							£20.00		£20.00		£20.00		£60.00

marketing, TFHT													£0.00
postage	£10.00			£10.00			£10.00			£10.00			£40.00
professional fees											£600.00		£600.00
project - SSE Beatrice													£0.00
refunds													£0.00
renewals replacements													£0.00
repairs maintenance		£200.00		£200.00		£200.00		£200.00		£200.00		£200.00	£1,200.00
repairs maintenance BCG													£0.00
security													£0.00
staffing				£200.00	£200.00	£200.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£3,000.00
stationary	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£228.00
training													£0.00
utilities, gas	£100.00	£100.00	£200.00	£200.00	£300.00	£300.00	£300.00	£300.00	£200.00	£200.00	£200.00	£200.00	£2,600.00
utilities, water													
utilties, electricity	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£300.00	£300.00	£250.00	£300.00	£300.00	£300.00	£3,250.00
waste disposal		£60.00	£150.00			£150.00			£150.00		£60.00		£570.00
<b>SUB TOTAL</b>	<b>£2,461.00</b>	<b>£684.00</b>	<b>£936.00</b>	<b>£1,084.00</b>	<b>£1,026.00</b>	<b>£1,379.00</b>	<b>£1,336.00</b>	<b>£1,474.00</b>	<b>£1,551.00</b>	<b>£1,384.00</b>	<b>£1,886.00</b>	<b>£1,404.00</b>	£16,605.00
													£0.00
<b>Income less expenditure</b>	<b>-£2,461.00</b>	<b>-£684.00</b>	<b>-£936.00</b>	<b>-£384.00</b>	<b>-£226.00</b>	<b>-£279.00</b>	<b>£164.00</b>	<b>£26.00</b>	<b>-£51.00</b>	<b>£116.00</b>	<b>-£386.00</b>	<b>£96.00</b>	<b>-£5,005.00</b>

[illegible]



marketing, TFHT													£0.00
postage	£10.00			£10.00			£10.00			£10.00			£40.00
professional fees											£600.00		£600.00
project - SSE Beatrice													£0.00
refunds													£0.00
renewals replacements													£0.00
repairs maintenance		£200.00		£200.00		£200.00		£200.00		£200.00		£200.00	£1,200.00
repairs maintenance BCG													£0.00
security													£0.00
staffing	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£4,800.00
stationary	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£10.00	£28.00	£228.00
training													£0.00
utilities, gas	£100.00	£100.00	£200.00	£200.00	£300.00	£300.00	£300.00	£300.00	£200.00	£200.00	£200.00	£200.00	£2,600.00
utilities, water													
utilties, electricity	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£300.00	£300.00	£250.00	£300.00	£300.00	£300.00	£3,250.00
waste disposal		£60.00	£150.00			£150.00			£150.00		£60.00		£570.00
<b>SUB TOTAL</b>	<b>£3,141.00</b>	<b>£1,334.00</b>	<b>£1,616.00</b>	<b>£1,434.00</b>	<b>£1,381.00</b>	<b>£1,704.00</b>	<b>£1,396.00</b>	<b>£1,574.00</b>	<b>£1,661.00</b>	<b>£1,484.00</b>	<b>£1,946.00</b>	<b>£1,504.00</b>	£20,175.00
													£0.00
<b>Income less expenditure</b>	<b>-£1,041.00</b>	<b>£866.00</b>	<b>£384.00</b>	<b>£566.00</b>	<b>£619.00</b>	<b>£496.00</b>	<b>£604.00</b>	<b>£426.00</b>	<b>£339.00</b>	<b>£516.00</b>	<b>£54.00</b>	<b>£496.00</b>	£4,325.00

Draft Statement of Income/Expenditure  
Fishermen's Hall

			97488.56	100278.5		10.3.2020	25468.8
1.4.2020	Hire - March	100	7.99	Amazon			
			339.35	Total Gas March			
			17.99	HP Ink			
			360.38	Bookers			
			292.92	EDF Energy			
			236.3	Bookers			
			183.56	Bookers			
			45.6	Utility Warehouse			
			97588.56	101762.59		30.4.2020	24084.71
1.5.2020	Repay Bookers	780.24	7.99	Amazon			
	Bookers Bookers Refund Stock	1376.01	489.14	GA Barnie			
	Bookers Bookers Refund Stock	1376.01	17.99	HP Ink			
	Bookers Bookers Refund Stock	1832.74	231.86	EDF Energy			
	Bookers Bookers Refund Stock	1832.74	1376.01	Bookers			
	The Moray Council CoVid Grant Funds	25,000.00	1832.74	Bookers			
			128.34	EDF Energy			
			80.37	Total Gas April			
			45.6	Utility Warehouse			
			129786.3	105972.63		29.5.2020	52072.41
1.6.2020	Stock Purchase	2654.83	7.99	Amazon			
			1254.83				
			116.05	EDF Energy			

Draft Statement of Income/Expenditure  
Fishermen's Hall

			89.96	Total Gas May	
			17.99	HP Ink	
			45.6	Utility Warehouse	
			132441.13	107505.05	30.6.2020 53194.82
1.7.2020	Advert WOB	25	7.99	Amazon	
			17.99	HP Ink	
			83.61	Total Gas June	
			113.64	EDF Energy	
			45.6	Utility Warehouse	
			132466.13	107773.88	31.7.2020 52950.99
1.8.2020			7.99	Amazon	
			84.52	Total Gas July	
			17.99	HP Ink	
			98.23	EDF Energy	
			45.6	Utility Warehouse	
			132466.13	108028.21	31.8.2020 52696.66
1.9.2020			7.99	Amazon	
			17.99	HP Ink	
			84.68	Total Gas August	
			61.2		
			98.23	EDF Energy	
			79.99	Microsoft CD	

# Draft Statement of Income/Expenditure

## Fishermen's Hall

45.6 Utility Warehouse  
522.78 Thistle Plumbing

132466.13 108946.67

30.9.2020 51778.2

1.10.2020

1753.78 Zurich Insurance  
124.67 Scott Moray Council  
7.99 Amazon  
75.93 Total Gas September  
271.44  
17.99 HP Ink  
45.6 Utility Warehouse

132466.13 111244.07

31.10.2020 49480.8

1.11.2020

194.35  
7.99 Amazon  
17.99 HP Ink  
77.26 Total Gas October  
60.7 EDF Energy  
45.6 Utility Warehouse

132466.13 111647.96

30.11.2020 49076.91

1.12.2020

7.99 Amazon  
22.49 HP Ink  
305.05 Total Gas November  
212.18 EDF Energy

Draft Statement of Income/Expenditure  
Fishermen's Hall

		45.6	Utility Warehouse		
		132466.13	112241.27	31.12.2020	48483.6
1.1.2021		7.99	Amazon		
		408.3	Moray Fire Protection		
		22.49	HP Ink		
		45.6	Utility Warehouse		
		132466.13	112725.65	31.1.2021	47999.22
1.2.2021	Chairs for Hall	3710	7.99	Amazon	
			308.41	Total Gas	
			212.18	EDF Energy	
			22.49	HP Ink	
			4452	Office Furniture - Chairs	
			45.6	Utility Warehouse	
		136176.13	117774.32	28.2.2021	46660.55
1.3.2021		7.99	Amazon		
		22.49	HP Ink		
		20	Moray Council		
		361.02	Total Gas		
		708.72	Ritsons		
		212.18	EDF Energy		
		45.6	Utility Warehouse		

Draft Statement of Income/Expenditure  
Fishermen's Hall

136176.13 119152.32

31.3.2021 45282.55

### Appendix 3: Fishermen's 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. Fishermen's 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	<p>Paint or tape on floor to indicate 2 metre distance</p> <p>Signage to indicate hygiene and distancing points.</p> <p>Display FACTS guidance Comply with Scottish government guidance on reopening public or customer toilets</p>	Trustees/Members before reopening premises	<p>Concern about difficulties in seeing markings/signage by the vision impaired or others with mobility or other needs.</p> <p>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</p>
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 pavement, there may be issues around people queueing there, given that it is access for the houses, as well as the uneven surfaces (slip, trip hazard). Also, not good in inclement weather. Restricting numbers would reduce need for queuing.
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, 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.  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	Cleaner would be required on site at end of all hire periods to sanitise and refresh before next hirer enters.
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 a few suitable screens. However food handling by organisations using the hall requires to follow strict government guidelines.



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 Fishermen's 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.

## **User Groups - House Rules**

Simple set of house rules that apply to all staff and users accessing The Fishermen's Hall Facilities

1. **If you are showing any kind of possible symptoms of Covid-19 then please stay away from the facility** and follow the guidance on self-isolation. If a member of your household is self-isolating then you also need to follow the Scottish Government guidance and stay away from the facility.
2. **Keep your distance** – stay 2m apart from others, respect their space, do not shake hands or touch others (unless to avoid an injury)
3. **Practice good hand hygiene at all times** – regularly wash your hands or use the hand sanitiser provided.
4. **Good respiratory hygiene is very important** – please sneeze or cough into a tissue (and dispose of instantly) or into the crook of your elbow if necessary
5. **Avoid touching your face, eyes and mouth with unwashed hands**
6. **Clean as you go** – clean all equipment and facilities before and after use
7. **Follow the signage and floor marking signs where applicable** – use the correct entrance and exits and follow the correct flow of traffic
8. **Keep the corridors clear and leave doors open** (unless internal fire doors) – no impromptu meetings/chats
9. **Be mindful of others at all times** – look out for each other's safety, this is a challenging time for everyone.
10. **Where possible, come ready for activity and only bring essential items into facility.**
11. **Be patient and understanding** – it is highly unlikely that we will be able to accommodate all user groups/organisations back into our facilities to the same extent as pre-Covid lockdown. We will aim to ensure as many groups return to our facilities via a phased approach but bearing in mind the need to reduce the potential spread of this disease and that safety is of paramount importance.

## **Evidence Submission Requirements for all User Groups**

Prior to the return of your group/organisation back into our facilities the following evidence will require to be submitted to the Facility Supervisor. Upon submission of the below the Supervisors will then confirm in due course whether your group is permitted to return (or what additional evidence is required). Please note however that your previous exact booking slots/reservations may not be available due to varying factors.

Evidence Required	Reason	Action Completed/Info Provided
1. Please provide us with a copy of the template register you will be administering for every group/club session (please do not include any personal data in this register – a blank register will suffice)	We need to ensure that every group/club has an accurate register of every member of their group that has attended each session for traceability purposes if there were to be a Covid outbreak at one of the facilities.	
2. If a Sport Club/Group – please state the name and contact details of your 'Return to Sport Co-ordinator/Covid Co-ordinator' (if required by your National Governing Body of Sport)	Most National Governing Bodies of Sport are advising sports clubs to appoint one of these Co-ordinators.	
3. Copy of your updated risk assessment for your group/club	To ensure all Covid risks are mitigated where possible prior to re-starting sessions	