

# NORTH KESSOCK AMENITIES ASSOCIATION

## Minutes of Meeting held on 14<sup>th</sup> February 2018 Committee room, North Kessock Hall

<u>ITEM</u>	<u>ACTION</u>
<b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; Helen Morrison (HM); Evelyn MacDougall (EM) and Angus MacLean (AM).	All
<b>1 Apologies:</b> Cathy Lush and Fiona McKay	
<b>2 Approval of Minutes</b> – Minutes of 10th January approved. Proposed by Angus, seconded by Alison.	All
<b>3 Matters Arising:</b> <ul style="list-style-type: none"> <li>• Hall maintenance/refurbishment: Donald MacRae has not yet contacted Angus. Cathy Lush to follow up with Donald MacRae.</li> </ul>	CL/ AM
<b>4 Treasurer’s Report:</b> <ul style="list-style-type: none"> <li>• Significant reduction in amount of outstanding payments due to hall (now down to £585.50). All but one of debtors contacted, responded positively, an ‘ongoing follow up’ will be undertaken.</li> <li>• ‘No shows’ are invoiced, note to go on booking form re cancelling bookings.</li> <li>• Notices to be posted on doors on reminding hall users to re-setting heating to 15°.</li> <li>• Treasurer’s report shows high heating and lighting costs, mainly due to winter conditions.</li> <li>• EDF taking over supply of electricity to hall – status to be confirmed.</li> </ul>	HM  TM SS
<b>5 Booking Secretary(s) Reports:</b> <ul style="list-style-type: none"> <li>• Regulars: Bookings ongoing, one new booking being progressed.</li> <li>• Events: Discussion and review of hall bookings re North Kessock and district area bookings only Outcomes included - Retention of full deposit will be highlighted in booking T&amp;C’s, any ongoing issues in this regard will be managed by Trina.</li> <li>• Events bookings will be ‘deferred’ for two months (May/June), note to be posted on web that no events bookings will be processed during this period. June event booking will be managed within the committee.</li> <li>• Committee contact numbers to be circulated and updated.</li> <li>• Summary of responsibilities; Emergency contact: Cathy, Fiona, Angus and Trina. Flag, electrics an heating: Angus (Helen to order pellets) Contact to be made with Joe Lindsay as backup for above.</li> </ul>	EM AS  TM All  AS  As listed
<b>6 Hall roof:</b> Due to inclement weather, work on hall roof has been delayed.	SS
<b>7 Hall floor:</b> <ul style="list-style-type: none"> <li>• Air filter unit has been installed and appears to be working well. Dance group are happy with result. New cleaning material for floor in place.</li> </ul>	SS

8	<b>Risk Assessment:</b> Ongoing.	All
9	<b>SCIO:</b> <ul style="list-style-type: none"> <li>Still in 28 day notice period ends 19<sup>th</sup> February 2018 which is posted on OSCAR website.</li> </ul>	SS
10	<b>Jazz night proposal:</b> <ul style="list-style-type: none"> <li>After discussion it was agreed to turn offer down, enquirer will be directed to Strathpeffer Pavilion as a possible alternative venue.</li> </ul>	All
11	<b>Date of next meeting:</b> <ul style="list-style-type: none"> <li>Wednesday 7<sup>th</sup> March, 7pm at 8 Bellfield Road, North Kessock (change of venue due to prior booking of cttee room)</li> </ul>	All
12	<b>Fire Alarm:</b> Test done will be done by Seoras.	SS
-	<b>AOCB:</b> <ul style="list-style-type: none"> <li><b>Kitchen:</b> Items left on worktops – Notice to be posted not to leave items on worktops.</li> <li><b>NKVH:</b> Membership list – Seoras to address.</li> <li><b>Seniors party:</b> Date for 2018 may be taken forward to end November – agreed by committee. Also to consider a BYOB type event.</li> <li><b>Summer show:</b> Discussion on judges suggested: Produce - Cath Chisholm; Flowers – Jean Munro; Photography – Sandy Fea; Art – Maggie MacDonald; Fruit/Vegetables – Simon Fraser.</li> </ul>	All TM SS All  EM TM