

# NORTH KESSOCK AMENITIES ASSOCIATION

## Minutes of Meeting held on 1st July 2015

### North Kessock Community Hall

**Present:** Seoras Swanson SS Evelyn MacDougall EM  
 Alison Swanson AS Liz Brooker LB  
 Trina McEwan TM Fiona McKay FM

	<u>ITEM</u>	<u>ACTI ON</u>
1	<b>Chair's Welcome</b> Seoras Swanson chairing the meeting in Margaret's absence, and welcomed all to the meeting.	SS
2	<b>Apologies:</b> Received from Fiona Lennie and Margaret Brown.	SS
3	<b>Minute of Previous Meeting:</b> (3rd June). Amendment to item 7 (janitor) to read: 15-20 hours per month, thereafter minutes approved, and proposed by LB seconded by EM.	All
4	<b>Matters Arising</b> (Meeting – 3rd June): <ul style="list-style-type: none"> <li>• <b>Item 4 - Maintenance contract</b> (for boiler) – to be progressed.</li> <li>• <b>Item 4 - Facebook/Web:</b> SS has updated NKAA web and Facebook. Advert placed on Facebook – re janitor/cleaner, resulted in 1400 'likes' but no direct uptake to date. Seoras to progress meeting with Evelyn and Fiona to discuss Facebook/web updating.</li> <li>• <b>Item 6d - Clubs:</b> Points raised by Kay - Rokskool4U at meeting held on 3rd June, have been investigated and dealt with.</li> <li>• <b>Item 7 – Caretaker/Janitor:</b> Advertised locally. Discussion on making it a 'job share' post and look in to advertising on 'Gumtree'.</li> <li>• <b>Item 8 - Summer Show:</b> Betty Prentice has given permission for the cup to be used at the Summer show – as required. Judges as follows: Floral Art - Jean Munro; Cut flowers - Jean and friend (TBC); Vegetables/Fruit – Swanson's; Photography – Kath Phimster; Crafts/art – Susan Phillips (TBC); Baking – Betty Prentice to be asked. A schedule/timeline will be produced detailing 'build/delivery' and volunteer allocation for the Summer Show. PDF of schedule (separate pages) to be emailed to Fiona for posting on Facebook.</li> </ul>	SS SS SS SS TM Done 1/7
5	<b>Treasurer's Report:</b> <ul style="list-style-type: none"> <li>• Full accounts submitted to committee members.</li> <li>• Good month of income for June - £2, 836.15, (includes receipt of £700.00 from Highland Council)</li> <li>• Expenditure of £1,890.60, includes bills for: heat and light (£392.36) and repairs to ladies toilet and bin lock (£193.10).</li> <li>• Major outgoings for June included: £392.36 (heat and light) and £193.10 (repairs).</li> <li>• Outstanding invoices total: £1,563.00</li> </ul>	SS
6	<b>Booking Secretary(s) Report:</b> <p><b>Events:</b> Nothing major to report. June wedding went ahead without issue, clear up satisfactory.</p> <p><b>Clubs:</b> Dog training requested change of day, due to volume of bookings we are unable to accommodate. Rokskool4U: Re bookings – it was agreed that musical instruments can be left in hall store Tues/Weds/Thurs during the school holidays. Email to be send to confirm that this</p>	AS LB

	arrangement is on an ‘at your own risk’ basis.	
7	<p><b>Maintenance:</b></p> <ul style="list-style-type: none"> <li>• New cleaning equipment: Investigation on costs of specialist equipment for cleaning the hall undertaken by Seoras: Steam Cleaner Model: Roddy 6000 Cost: £807.50 and Scrubber Drier: Model: Solaris £775.00. Macgregor’s, Inverness have offered to take equipment to hall to undertake a ‘demo’. Agreed to take up this offer, and if demo is acceptable, we will purchase items detailed above.</li> <li>• CCTV: Two units investigated (via Maplin). Cost - £180.00. Discussion on possible location of cameras as follows: 1/ to cover bins outside kitchen and 2/overlooking main entrance/car park. Re installation – electrician (Firth electrical) to be contacted.</li> <li>• Cigarette bins: Suggestion re purchase of a sand bucket, discussion on best solution to cigarette disposal, all agreed to purchase an additional cigarette disposal unit.</li> <li>• Hall notice boards: Agreed to review statutory notices (NKAA) on hall notice boards</li> </ul>	SS SS AS FMcK
8	<b>Correspondence:</b> NA	All
9	<ul style="list-style-type: none"> <li>• <b>100 Club:</b> £25-00 (17) Margaret Patter £15-00 (147) Ephema Fraser £10-00 (143) Chris MaGee</li> </ul>	AS/SS
10	<p><b>AOCB:</b></p> <ul style="list-style-type: none"> <li>• Suggestion for an ‘<b>inventory</b>’ of equipment available to hall users/bookings – to be progressed.</li> <li>• Generating central <b>register of ‘helpers’</b> for all NKAA committee to access.</li> <li>• <b>Flyer re NKAA AGM</b> (provisional date of Oct 7th at 7.30pm) to be printed and distributed at the Summer Show (tables etc) – agreed.</li> </ul>	AS
11	<b>Date of next Meeting:</b> Wednesday, 5th August, 2015 and North Kessock Hall – to be reviewed.	All