

# **NORTH KESSOCK AMENITIES ASSOCIATION**

## **Minutes of Meeting held on 7<sup>th</sup> December 2016** **Committee room, North Kessock Hall**

**Present:** Seoras Swanson SS Trina  
 McEwan TM Margaret Brown MB Angus MacLean AM  
 Helen Morrison HM  
 Later: Evelyn MacDougall (EM); Alison Swanson (AS); Fiona McKay (FM) and Liz Brooker (LB).

<u><b>ITEM</b></u>	<u><b>ACTION</b></u>
<p><b>1 Chairman welcomed all to meeting:</b></p> <p>Present: Seoras Swanson (SS); Trina McEwan (TM); Margaret Brown (MB); Angus MacLean (AM) And Helen Morrison (HM).                      Later: Evelyn MacDougall (EM); Alison Swanson (AS); Fiona McKay (FM) and Liz Brooker (LB).</p>	SS
<p><b>2 Apologies:</b> Received from Cathy Lush and Doreen Murray.</p>	All
<p><b>3 Minutes of last committee meeting -</b>                      Amended by email, final version approved. proposed by MB, seconded by AM.</p>	All
<p><b>4 Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• Item 10 - Public Entertainment Licence: Paperwork completed, fee paid, consulted with Highlands and Islands Fire and Rescue service.</li> <li>• Item 12 – AOCB Kessock News: Received a cheque for £50.00 donated by Joe Lindsay</li> <li>• Item 12 – AOCB Solar project: MB informed Ann that this project will be re-visited after kitchen refurbishment work has been completed.</li> </ul>	SS SS MB
<p><b>5 Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• Full Treasurer’s Report to end of November 2016, presented to committee.</li> <li>• In summary: Income for November £1,865.93 (Includes an anonymous donation of £100.00 towards Christmas party).                      Expenditure - £5,297.46. (Includes £2,796.45 re: kitchen project).</li> <li>• Outstanding invoices: £588.75.</li> </ul>	SS
<p><b>6 Booking Secretary(s) Report(s):</b></p> <ul style="list-style-type: none"> <li>• Clubs: £1,105 invoiced for November.</li> <li>• Events: - No report.</li> </ul>	LB AS
<p><b>7 SCIO:</b></p> <ul style="list-style-type: none"> <li>• We now have the documentation (Original Trust Deed and Supplementary Deed) required to progress change to SCIO. This will be taken forward during 2017.</li> </ul>	SS

Approved @ 11/01/17

8	<b>Risk Assessment:</b> <ul style="list-style-type: none"> <li>Will be discussed at January meeting.</li> </ul>	SS
9	<b>Kitchen &amp; floor upgrade:</b> <ul style="list-style-type: none"> <li><b>Kitchen:</b> February. SS has contacted Design House re kitchen installation logistics. Hall can be used as usual, as materials will be taken over as required, and access will be through the kitchen exterior door.</li> <li><b>Floor:</b> Refurbishment will be done Saturday 28 contractor, cost £2,950.00 (inclu VaT). Cost approved by committee. Contractor will advise regarding the on-going maintenance of floor. LB – contact groups re refurbishment dates.</li> </ul>	SS  SS All LB
10	<b>Seniors Party:</b> <ul style="list-style-type: none"> <li>Numbers registered to attend – 80.</li> <li>Transport requested by six – details discussed.</li> <li>Darren has advised that the ‘set-up’ will be same as previous years.</li> <li>Setting up of hall from 12 noon onwards – tables etc</li> <li>Wine – to be ordered from Kessock shop on a ‘sale or return’ basis.</li> </ul>	SS AM SS All LB
11	<b>AOCB:</b> <ul style="list-style-type: none"> <li>2017 NKAA event dates: Summer show –12</li> <li>Hall storage: Hall users to check/tidy/review their equipment.</li> <li>Mrs Fairie donation: MB has spoken to Mr Fairie, money may be used for floral display</li> <li>Website: to be updated as soon as practicable.</li> </ul>	All
12	<b>Date of next meeting:</b>	