

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of meeting held on 12<sup>th</sup> December 2018 Committee Room, North Kessock Village Hall

<u>ITEM</u>	<u>ACTION</u>
<b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Trina McEwan (TM); Cathy Lush (CL); Helen Morrison (HM) and Fiona McKay (FM).	All
<b>1 Apologies:</b> Alison Swanson, Evelyn McDougall, Angus MacLean and Jim Farquhar.	
<b>2 Minutes of last meeting:</b> Minutes of 7 <sup>th</sup> November approved - proposed by Helen seconded by Seoras.	All
<b>3 Matters Arising:</b> <ul style="list-style-type: none"> <li>• Item 3: Leak under kitchen sink not resolved – Seoras has taken photographs to send to Beauy Plumbing to show problem.</li> </ul>	SS
<b>4 Treasurer’s Report:</b> <ul style="list-style-type: none"> <li>• Full report for accounts till end of November, submitted to committee. Bills paid this month included - roof costs and heating pellets.</li> <li>• Invoices outstanding – being ‘followed up’.</li> <li>• Deposits received for events, alter the income figures (as they have to be paid back). Discussion on how the deposits can be recorded within the financial reports – ongoing.</li> <li>• Seoras thanked Helen for the financial report.</li> </ul>	HM
<b>5 Booking Secretary(s) Reports:</b> None presented, will be addressed at next meeting.	SS
<b>6 Hall maintenance:</b> Nothing new to report.	SS
<b>7 Senior Party: (held on Friday 30<sup>th</sup> November)</b> <ul style="list-style-type: none"> <li>• Three letters of appreciation received. Total cost for event - £1,200</li> <li>• Discussion on the viability of the event for future years. To follow up next year.</li> </ul>	SS All
<b>8 Risk Assessment:</b> <ul style="list-style-type: none"> <li>• RA document circulated to committee. Discussion on the RA raised a number of points including: 1/ Financing and timetable of hall maintenance plan, and implementation of plan and 2/ Sustainability of committee and how to include range of skill required to run hall.</li> <li>• Seoras thanked Cathy for her work on the Risk Assessment document.</li> </ul>	CL All
<b>9 SCIO:</b> <ul style="list-style-type: none"> <li>• Seoras has emailed both solicitors re progress. Title Deeds may transfer early 2019.</li> <li>• AGM date provisionally Spring 2019.</li> </ul>	SS
<b>10 Membership:</b>	SS

	<ul style="list-style-type: none"> <li>Seven applications for membership of NKVH received and accepted.</li> </ul>	
11	<b>Defibrillator:</b> <ul style="list-style-type: none"> <li>Fund raising page to go onto hall Facebook page.</li> <li>Local business to be approached for possible funding.</li> <li>Target for funding to be raised by end March 2019.</li> </ul>	FM TM
12	AOB: - None	
13	<b>Date of next meeting:</b> -Wednesday 9 <sup>th</sup> January 2019, 7pm at North Kessock Hall Committee room, North Kessock Village Hall.	All
14	<b>Fire alarm test:</b> Will be done on Monday following meeting.	SS

Minutes approved

*RGSwanson*

Seoras Swanson – Chair NKVH