

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 6th December 2017 Committee room, North Kessock Hall

ITEM	ACTION
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; Angus MacLean (AM); Fiona McKay (FM); Helen Morrison (HM) and Cathy Lush (CL).</p>	
<p>1 Apologies: Evelyn MacDougall</p>	AS
<p>2 Approval of Minutes – Minutes of 1st November. Amend title of Item 2 to read: Election of Office Bearers thereafter minutes approved. Proposed by Angus, seconded by Alison.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Re: AOCB: Donald MacRae re offer to ‘check over’ the hall fabric, Cathy Lush to introduce Donald to Angus. A ‘walk around’ hall will be arranged in the New Year, Helen to be present. • Re: Hall manual: Cathy circulated three copies, and will accompany group on ‘walk round’ to address any issues that arise. • Re: Booking (cancellation) policy: Cathy to look at refining policy re age, charity status etc. Current booking form to be sent to Cathy by Alison. 	CL/ AM/ HM CL CL/AS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Three months reports presented at meeting. Including chart showing projection of targets to actual income. • Discussion on the possibility of setting up ‘accounts’ for regular hall users, to enable easier tracking and payments for both hall users and treasurer/booking secretaries. • Four highest outstanding booking debts to be chased up – Helen. • Proposal that if the rent were to be increased by £1-00 per hour, it would raise in the region of £1,500-£2,000 over the year, this would help to cover any required refurbishment/ maintenance costs. This was agreed and will be effective from April 1st, 2018. 	HM
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Events: No report. • Regulars: Two new possible (club) booking enquiries received. 	AS
<p>6 Hall roof:</p> <ul style="list-style-type: none"> • Seoras contacted MacLeod Roofing regarding reducing cost of roof repairs needed. We could reduce repair cost by using our own plumber to do the drainage work within the toilet area. This will be investigated. • 	SS

7	<p>Hall floor:</p> <ul style="list-style-type: none"> The issue of the possible slipping hazard hall of the hall floor is ongoing. It has been brought to our notice that a rubber based product is available, which will not damage the floor. It was agreed that the group who raised this issue, trial this product and give feedback to re its effectiveness, and provide an updated Risk Assessment to the NKAA chair. 	SS
8	<p>Risk Assessment: Review – items raised:</p> <ul style="list-style-type: none"> Kitchen: a large notice to be displayed outside door - 'no under 16 year olds in kitchen' RA: It is the responsibility of all hall users to provide a Risk Assessment with their booking form Paper trail: A 'paper' and 'electronic' trail to be put in place – re minutes, quotes etc. User Manual: Deploy the 'user manual' by March 2018 – Cathy and others Booking policy: Update the booking policy (re age, cancellation procedure) Financial risk: Systems to be developed to address financial risks that may face the hall in future (e.g. maintenance and refurbishment). Setting and reviewing financial targets and monthly monitoring. Dust filter: The high level air outlet filter to be in place by February 2018. 	<p>CL AS</p> <p>TM/SS CL + CL HM HM</p> <p>SS</p>
9	<p>SCIO:</p> <ul style="list-style-type: none"> Document from OSCAR titled: North Kessock Village Hall SCIO (SCO47939), and now to complete Application for Consent to Wind up or Dissolve the Current Charity. Suggested date of changeover – 31st March 2018. Helen asked about the financial requirements of the change re bank accounts. To be advised. 	SS
10	<p>Seniors Party:</p> <ul style="list-style-type: none"> Number attending – 83 plus helpers Tea, coffee and sandwich platter (band) to be bought. Lifts to event – Angus 	All FM CL
11	<p>Date of next meeting: Wednesday 10th January, 7pm, Committee room North Kessock Village Hall</p>	All
12	<p>Fire Alarm: Test done prior to meeting.</p>	SS