

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 13th February 2019 Committee Room, North Kessock Village Hall

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Cathy Lush (CL); Alison Swanson (AS); Evelyn McDougall (EM); Angus MacLean (AM) and Helen Morrison (HM).</p>	All
<p>1 Apologies: Fiona McKay.</p>	SS
<p>2 Minutes of last meeting: Minutes of 9th January approved - proposed by Alison seconded by Angus.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Painting (outside): Waiting for better weather – March plus, account with MacGregor’s quote NKAA to purchase paint, Cathy’s husband (Chris) happy to help with painting etc. • Men’s toilet: Still waiting on submission of invoice – will chase up. 	AM CL
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full report for accounts to the end of January submitted to committee. • Expenditure for January higher than normal - costs for heating and lighting paid this month. • Trend - currently below our preferred target, to be reviewed 3-4 months’ time. • Unrestricted funds – relatively low. • An estimated electric bill will be coming in. • Seoras thanked Helen for the financial report. 	HM SS
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Clubs/regulars: Bookings are up, now one free slot (Weds pm). • Events: January booking requested a deposit (£70) be retained, as a donation to hall funds. 	EM AS
<p>6 Hall maintenance – overview of work:</p> <ul style="list-style-type: none"> • External painting: As per 3 MA above (waiting for better weather – Spring onwards). Boiler room door – already painted. • Internal painting: Main hall (at entrance – top left of kitchen door) to be addressed. • Chairs: All hall chairs checked (Fri 11 January) damaged ones removed. Quote received for replacement chairs – replacements to be scheduled into maintenance programme. • RA update: existing chairs and tables to be inspected quarterly. 	AM AM CL CL
<p>7 Senior Party:</p> <ul style="list-style-type: none"> • Suggestions and discussion on future events included: Afternoon tea, evening ceilidh etc. • It was agreed to approach Carefree club to gauge feedback. 	All SS
<p>8 Risk Assessment:</p> <ul style="list-style-type: none"> • Updated RA circulated to committee members prior to meeting. • Sustainability of committee – item raised. • Stock control (items in entrance cupboard) to be update 	CL

	<ul style="list-style-type: none"> Chairs and tables: current condition – to be added to RA. 	
9	SCIO: <ul style="list-style-type: none"> Legal work ongoing: Email received from South Forrest, Hall Title Deeds now with them. A progress report will be requested. AGM – date to be confirmed when legal work completed.. 	SS
10	Membership: Five new applications received, all accepted.	SS
11	Defibrillator: <ul style="list-style-type: none"> Donations towards hall defibrillator includes: £70-00 donation from event hall booking (return of event deposit). £50-00 donation from Donald McLennan (Fencing Contractor) Discussion on fundraising included boxes placed locally. 	TM
12	AOB: <ul style="list-style-type: none"> Hall tables: Current plastic tables are ‘suitable for purpose’ - review of tables to be included in Risk Assessment schedule. Small green ‘card’ tables – Angus will inspect small tables. Store clearance: Review and clearance of obsolete equipment – Meet on Weds 27th Feb at 4pm. 	SS AM All
13	Date of next meeting: Wednesday 13 th March 2019 March at North Kessock Hall (committee room).	All
14	Fire alarm test: Successfully undertaken after meeting.	SS

Minutes approved

R G Swanson

Seoras Swanson – Chair NKVH

Approved 13/03/2019