

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 9th January 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); Helen Morrison (HM) and Fiona McKay (FM).</p>	All
<p>1 Apologies: None</p>	
<p>2 Minutes of last meeting: Minutes of 12th December approved - proposed by Helen seconded by Seoras.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Leak under kitchen sink: A ‘non return’ valve has been fitted, and problem resolved. 	SS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full report for accounts to the end of December submitted to committee. • Expenditure included costs for Seniors party. • Report now includes a heading of ‘Restricted Funds’ to cover money in but not ‘income’ e.g. Money raised for defribulator and deposits received for ‘event’ bookings. • Trend slightly below target at present. • Money for legal fees (SCIO transfer) will be ‘ring fenced’ to show realistic hall fund balances. • Outstanding invoices are being ‘followed up’. • Helen and Angus to have informal discussion regarding ‘maintenance action plan’ update. • Seoras thanked Helen for the financial report. 	HM HM/AM Report: 190109
<p>5 Booking Secretary(s) Reports: Clubs/regulars: Hall fully booked from 2nd January 2019, only one free slot (Weds pm).</p>	EM
<p>6 Hall maintenance – overview of work:</p> <ul style="list-style-type: none"> • Hall watertight, roof/guttering repaired. • External: Main door and railings – complete. Boiler room door, cttee room railings – to be painted. No external maintenance over winter. • Mens toilets: May require regular deep cleaning e.g. every three months, and gap sealed. • Dampness stains on internal wall (upper left of main hall) – ongoing. • Refuse bins re-siting – after discussion it was agreed to leave them in current location. • Car park improvement – ongoing. • Chairs: All plastic hall chairs to be checked (Fri 11 January 5pm all who can) and damaged ones removed from stock. Two sample chairs were reviewed at meeting – ongoing. 	All
<p>7 Senior Party:</p> <ul style="list-style-type: none"> • Discussion on future of the event – ongoing. 	All

8	Risk Assessment: <ul style="list-style-type: none"> Not updated – hall chairs will be added. Stock control (entrance cupboard) update needed. 	CL
9	SCIO: <ul style="list-style-type: none"> Legal work – ongoing, may be completed by end January, unable to set AGM date until legal work has been finalised. 	SS
10	Membership: No new applications received – to date.	SS
11	Defibrillator: <ul style="list-style-type: none"> Application with British Heart Foundation at present 	TM
12	AOB: <ul style="list-style-type: none"> List of emergency contact numbers to be updated. Event bookings – provisional bookings will require to be confirmed within 30 days, to allow dates to be available to other parties. Summer show 2019 – August 10th. Date in hall diary. 	SS AS
13	Date of next meeting: -Wednesday 13 th February 2019, 7pm at North Kessock Hall Committee room, North Kessock Village Hall.	All
14	Fire alarm test: Will be done on Monday following meeting.	SS

Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH