

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 10th January 2018 Committee room, North Kessock Hall

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; Helen Morrison (HM); Evelyn MacDougall (EM); Angus MacLean (AM); Cathy Lush and Fiona McKay (FM) (later).</p>	All
<p>1 Apologies: None</p>	
<p>2 Approval of Minutes – Minutes of 1st November, approved. Proposed by Seoras, seconded by Evelyn.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Item AOCB: Hall maintenance/refurbishment ‘check over’: Angus will be contacted by Donald MacRae to arrange date for ‘check over’ to be accompanied by Cathy and Helen. • Booking Policy: to be addressed. • Stock control: Cathy suggested a ‘white board’ to check over stock used at NKAA events. 	AM CL& HM CL CL
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • December: Excess income over expenditure £172.63. • Debtors: Helen suggested sending a letter to outstanding debtors’, requesting payment within 30 days. Email addresses form Evelyn to Helen for sending out letter. • Trends: consider showing trends in expenditure re heating, pellets etc., this will allow us to show day to day costs in Annual accounts. Show Income and Expenditure in separate trend chart. • Books not returned from independent assessor yet. Books into OSCAR – May 2018. 	HM
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Regulars: Same amount of users in hall plus one possible new booking (board games night). • Events: Discussion on recent event where damage to hall included: broken toilet seats; floors not cleaned; glass bottles in hall bins and heating left on overnight. • It was agreed to put the booking enquiry form on the hall website and event bookings will only be accepted from bookings with a North Kessock and surrounding area address, with immediate effect. 	EM AS All
<p>6 Hall roof: Seoras to email MacLeod Roofing – to request that they liaise with Menzies Plumbing regarding roof repair.</p>	SS
<p>7 Hall floor:</p> <ul style="list-style-type: none"> • Seoras has (this week) contacted heating engineer re fitting of the air filter unit which will help prevent the circulation of dust. Also, this weekend floor will be cleaned and new product will be applied, as recommended by Peggy Rose and Peter Jamieson, thereafter ‘testing of rubber dust’ by dance group. Assessment to be made by the end of January regarding February event. 	SS

8	Risk Assessment: To be updated. Cathy to speak to Alison re updated booking form re RA. Winter conditions risks re outside area, car park etc –to be added to booking T&Cs.	All
9	SCIO: <ul style="list-style-type: none"> • New form now completed (wrong form initially) and letter received back from OSCAR. • We require to give ‘public notice’ for a 28 day period regarding change of status. OSCAR will publish on their website re: transfer of assets and change of title and name. • Helen asked for clarification regarding changes required re bank accounts, accounts etc. TBC 	SS
10	Seniors Party: <ul style="list-style-type: none"> • Discussion on event: Band cancelled due to the adverse weather; feedback on food as ‘excellent’. May have to change date next year, Seoras to meet with hotel. Committee agreed that we should try to continue with the same, or a similar, event. 	All SS
11	Date of next meeting: <ul style="list-style-type: none"> • Wednesday 14th February, 7pm, Committee room North Kessock Village Hall. • Apologies submitted in advance from Fiona and Cathy. 	All
12	Fire Alarm: Test done will be done after meeting by Seoras.	SS
-	AOCB: <ul style="list-style-type: none"> • Suggestion from Alison that date be set for 2018 Summer Show, date set for 11th August 2018. • Keyholder: It was noted that the keyholder house has been sold. Currently keyholder to remain, as is. 	All