

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 7th March 2018 8 Bellfield Road, North Kessock

<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) and Cathy Lush (CL). Also present was Jim Farquhar – (later voted onto the hall committee, by all present).</p>	All
<p>1 Apologies: Fiona McKay</p>	
<p>2 Approval of Minutes – Minutes of 14th February approved, proposed by Alison, seconded by Evelyn.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Donald MacRae called can left message for Angus, meet up to be arranged, Angus to follow up 	AM
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Higher income over expenditure for February (it should be noted that income includes returnable deposits for event bookings) • Significate reduction in outstanding invoices, welcomed by all present. 	HM
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Evelyn suggested NKAA meet every second Wednesday in the month, as we have a booking for the committee room on the first Wednesday of the month. • Events: Nothing to report. Wedding booking for September - progressing. 	EM AS
<p>6 Hall charges: Discussion on hall charges included:</p> <ul style="list-style-type: none"> • We may need to consider an increase in hourly hall charges to take into account costs of future hall maintenance and improvements. • Research to be undertaken of hire rates at similar rural halls. Circulation of hall charges for six halls. (Daviot, Smithton and Cawdor – Alison/Helen; three others – Trina). 	All
<p>7 Hall roof: Due to inclement weather, work has not yet started</p>	SS
<p>8 Hall floor:</p> <ul style="list-style-type: none"> • Group using hall on Friday morning (February 23) complained about the floor being ‘slippery’, - floor was re- mopped, and it was noted that there was damage to the varnish on the floor on an area in front of the stage. Seoras to meet with dance group using the hall, to ascertain if any unsuitable product (anti slip powder) is being used on hall floor during their sessions. • All actions agreed with dance group have been delivered by NKAA – filter installed etc. Agreed that an initial informal discussion with group and feedback to committee at next meeting. 	SS CL

9	Risk Assessment: <ul style="list-style-type: none"> • RA sent (14 February) to all committee members, follow up actions; • Large sign – done; whiteboard (stock control) to be placed inside cupboard by main door. • Two additional ‘risks’ to be added. 1/ Financial and 2/ Damage to infrastructure. • Monthly financial monitoring – Helen • Manual for hall users - Cathy 	CL
10	SCIO: <ul style="list-style-type: none"> • Waiting for any responses from OSCAR. Change will take a matter of weeks. 	SS
11	AOCB: <ul style="list-style-type: none"> • The £500 bequeath from Mrs Fairie – we commissioned a carved wooden seat which is now ready. It will be placed on the west side of the hall – fixings etc. to be investigated. • Induction on hall procedures etc. – Monday’s from 1530 onwards. • Summer Show – we are missing a base for the Balnakyle Cup – try to locate it - Trina • Contact list for emergencies to be updated • An key safe will be placed in the store cupboard to allow access to keys by committee 	SS SS/ All S S / TM
12	Date of next meeting: Wednesday 11 th April, 7pm in committee room, North Kessock hall	All
13	Fire Alarm: Will be done on Monday 12 th March.	All