

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 7th November 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; (AS); Evelyn McDougall (EM); Helen Morrison (HM) and Jim Farquhar (JF).</p>	All
<p>1 Apologies: Angus MacLean, Cathy Lush and Fiona McKay.</p>	
<p>2 Minutes of last meeting: Minutes of 10th October approved - proposed by Evelyn seconded by Alison.</p>	All
<p>3 Matters Arising: -</p> <ul style="list-style-type: none"> • Design Studio – leak under sink in kitchen, Seoras will followed up with company again. • Access to Google drive. Seoras has set-up access for committee. 	SS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full report for accounts till end of October, submitted to committee. Expenditure this month included roof repair costs. Income good after summer, balance slightly more than same time last year • Making good progress on collecting debits outstanding, making it a manageable amount. • Agreed – with OSCAR - annual (financial) report to end August 2018. • Financial targets and trends will be done for next meeting. 	HM
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Regulars/Clubs: Booking for Pilates classes starting in January ’19, hall will be fully booked. • Events: Nothing major to report, events booked for 2019 being progressed. 	EM AS
<p>6 Hall maintenance:</p> <ul style="list-style-type: none"> • Main door and railing have been painted by Angus and Jim – thanks to both. • Vestibule in ‘reasonable’ condition. Books management – will be followed up. • Toilet ‘deep clean’ – first part done, steam clean will be undertaken later this month. • A ‘post-box’ has been installed next to the front door, and a new key safe has been bought and will be installed shortly. • Fridge/freezer - was switched off by hall user, sign (Do not switch off) to be put in place. • New key-safe in place, former key-safe will be used for post-box. 	AM/JM CL SS
<p>7 Senior Party: (Friday 30th November)</p> <ul style="list-style-type: none"> • Invitations: Discussion on alternative ways to deliver the invitations as hand delivery is not sustainable in the future. Suggestions included: via Churches, doctor’s surgery, dentist, shop. • Catering (Main meal): North Kessock hotel (Darren) has been confirmed. • Entertainment: Inver Ross band (approx. 12) band have been confirmed. • Catering for “ “ “ “ “ - to be purchased via M&S sandwiches etc. • Minister (Susan Cord) has been invited. • Wine etc. – will be supplied via North Kessock shop on sale or return basis. • Hall (Christmas) decorating (Including Christmas tree): Set up from 8pm Thurs 29 Nov. 	All SS SS TM SS SS All

8	Risk Assessment: - Report deferred till next meeting	All
9	SCIO:	SS
10	Membership: <ul style="list-style-type: none"> • Discussion on how to circulate/encourage membership of NKVH to the community. • Agreed to have membership forms available at the seniors party and a will install a holder for the membership forms within the hall. 	All
11	AOB: <ul style="list-style-type: none"> • Hall banner: Acorn signs have been contacted to amend banner graphic, payment to be after amendment has been actioned. • Defibrillator: £230 raised to date. Discussion on raising funds to value of £1,000 to enable progression of defibrillator purchase and installation. Defibrillator project will be posted on NKVH website and local businesses will be contacted for funding. 	All TM/SS
12	Date of next meeting: Wednesday 12 th December, 7pm at North Kessock Hall Committee room, North Kessock Village Hall.	All
13	Fire alarm test: Will be done on 8 th November 2018.	SS

Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH

Approved 12/12/2018