

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 1st November 2017 **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; Evelyn MacDougall (EM); Angus MacLean (AM) and Fiona McKay (FM). (Cathy Lush by phone – part)</p>	
<p>1 Apologies: Helen Morrison and Cathy Lush.</p>	SS
<p>2 Election of Office Bearers – Fiona proposed that the present structure of Office Bearers and committee to be taken forward, seconder required – Angus seconded.</p>	All
<p>3 Approval of Minutes –</p>	All
<p>4 Matters Arising:</p> <ul style="list-style-type: none"> • Item AOCB: Evelyn reported that Donald MacRae has offered to ‘check over’ the hall fabric. This offer was welcomed by the committee and offer to be taken up. Contact via Cathy Lush. 	EM CL
<p>5 Treasurer’s Report: Will be delivered at December or January meeting.</p>	SS HM
<p>6 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Regulars: Good month for bookings including ‘tea and IT’ get together started. • Events: nothing of note to report. • Last minute cancellations: Cathy to be asked to be ‘Policy Officer’ re bookings policy, specifically in relation to establishing a cancellation procedure. E.g. if a booking enquiry is turned down due to existing booking - which is then cancelled at the last minute - the original booking is charged a cancellation fee. 	EM AS CL
<p>7 Hall roof:</p> <ul style="list-style-type: none"> • Quote received from MacLeod Roofing of £2,300 + Vat (£2,760) to address roof leak. We may get a reduction re our charity status. Work proposed: applying a polymer coat along the gutter box and inserting a new outlet down through disabled toilet. Agreed in principle re repairs, request for price review and Vat reduction. 	SS
<p>8 Hall floor:</p> <ul style="list-style-type: none"> • A meeting, and visit, was arranged at request of a regular hall user group to discuss hall floor. Conclusions were that dust gathers within hall vents, then drifts into hall air. Seoras has spoken to the heating engineer, who will fit an air filter unit at the kitchen door. Lorna has stripped off old polish and reapplied new polish. The floor is swept, cleaned and polished twice weekly. Floor cleaning machine faulty - new pump on order. Contact has been made with two other village hall re floors – awaiting reply. 	SS

9	Risk Assessment: Draft to be reviewed by all, with comments/discussion at next meeting.	All
10	SCIO: Trustees form distributed at meeting and returned, signed to Seoras. An 80 page application document has been submitted to OSCAR.	SS
11	Seniors Party: <ul style="list-style-type: none"> • Distribution list (via Fiona) reviewed and remaining invitation forms distributed. • Catering – Darren at Kessock hotel and Inver Ross Ceilidh band – both confirmed. • Drinks will be purchased at Tesco: Four cases each red/white wine and four red/white Shloer. • Rev’s Susan Cord and Farquhar Renwick and partners to be invited 	All SST M
13	Date of next meeting:	All
14	Fire Alarm:	SS