

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of Meeting held on 10<sup>th</sup> October 2018 Committee room, North Kessock Village Hall, North Kessock

| <b>ITEM</b>  | <small>ACTION</small> |
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| <p><b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; (AS); Evelyn McDougall (EM); Cathy Lush (CL); Helen Morrison (HM); Angus MacLean (AM) and Jim Farquhar (JF).</p>   | All                   |
| <p><b>1 Apologies:</b> Fiona McKay.</p>  |                       |
| <p><b>2 Minutes of last meeting:</b><br/>Minutes of 12<sup>th</sup> September approved - proposed by Alison seconded by Angus.</p>   | All                   |
| <p><b>3 Matters Arising: -</b><br/>Item 10:</p> <ul style="list-style-type: none"> <li>• Kitchen leak: SS has contacted Design Studio to report the fault, a temporary fix in place, Design Studio will be followed up.</li> <li>• Booking form: Seoras and Alison have amended form, it will be placed on the hall Google drive for all to view and comment on. Seoras to 'set up' access for committee.</li> </ul> | SS<br><br>AS<br>SS    |
| <p><b>4 Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>• Full report for accounts till end of September submitted to committee. Expenditure this month included roof repair costs.</li> <li>• Making good progress on collecting debits outstanding, making it a manageable amount.</li> </ul>   | HM                    |
| <p><b>5 Booking Secretary(s) Reports:</b></p> <ul style="list-style-type: none"> <li>• Regulars/Clubs: Dance class cancelled, new (sound bath) class booked.</li> <li>• Events: Discussion on 'screening' booking enquiries.</li> </ul>  | EM<br>AS              |
| <p><b>6 Hall maintenance:</b></p> <ul style="list-style-type: none"> <li>• Main door and railing have been painted by Angus and Jim – thanks to both.</li> <li>• Toilet 'deep clean' – first part done, steam clean will be undertaken later this month.</li> <li>• A 'post-box' has been installed next to the front door, and a new key safe has been bought and will be installed shortly.</li> </ul>             | AM/JM<br>CL<br>SS     |

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|----|---|---------------------------------|
| 7  | <b>Senior Party: (Friday 30<sup>th</sup> November)</b> <ul style="list-style-type: none"> <li>• Shop will supply wine on a ‘sale or return’ basis for party.</li> <li>• Kessock Hotel and Inver Ross band to be followed up.</li> <li>• Invitations and distribution list done by Fiona and are in the committee room. Can all check and take invitations for the areas they have selected, and distribute from October 12<sup>th</sup> onwards.</li> <li>• Christmas decorations and a tree to be in place for the party.</li> <li>• New banner being produced by Acorn, the banner can be updated for future events</li> </ul>  | SS<br>SS<br>All<br><br>TM<br>SS |
| 8  | <b>Risk Assessment:</b> (Report from Cathy): <ul style="list-style-type: none"> <li>• Review of items ongoing and completed. New risks added - 1/ Financial trends and 2/ Maintenance programme (priorities to be agreed).</li> <li>• Discussion on covering our future maintenance expenditure. Identified a need to set up a ‘maintenance budget/plan/schedule’.</li> <li>• Maintenance document (produced by Angus/Jim) previously discussed to be circulated.</li> </ul>  | CL                              |
| 9  | <b>SCIO:</b> <ul style="list-style-type: none"> <li>• Progressing the transfer of Property Trustees (C Irwin). Bowlts are drawing up a (digital) Title. Legal work will be in place by the end of the year.</li> </ul>  | SS                              |
| 10 | <b>AOB:</b> <ul style="list-style-type: none"> <li>• <b>Post-box:</b> Box will be checked on Monday, thereafter box to be checked by anyone expecting paperwork to be left there.</li> <li>• <b>Defibrillator:</b> Possible funding sources to be followed up – Community Council, British Heart Foundation and Tesco community funding.</li> <li>• <b>NKVH Board:</b> discussion on sustainability of the Board</li> <li>• <b>Solar panels:</b> Suggestion received regarding possible installation of solar panels on hall roof when repairs are being done.</li> <li>• <b>Fairy lights:</b> Request to erect lights on tree outside hall – agreed.</li> <li>• <b>NKVH:</b> One membership form received and accepted.</li> </ul> | All<br><br>TM/SS<br><br>All     |
| 11 | <b>Date of next meeting:</b> Wednesday 7 <sup>th</sup> November, 7pm at 8 Bellfield Road, North Kessock.  | All                             |

Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH

Approved 7/11/18