

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of Meeting held on 12<sup>th</sup> September 2018 Committee room, North Kessock Village Hall, North Kessock

<b>ITEM</b>	<small>ACTION</small>
<p><b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; (AS); Evelyn McDougall (EM), Angus MacLean (AM), Jim Farquhar (JF) and Fiona McKay (FM).</p>	All
<p><b>1 Apologies:</b> Helen Morrison and Cathy Lush.</p>	
<p><b>2 Minutes of last meeting</b> – Minutes of 8<sup>th</sup> August - approved, proposed by Alison seconded by Evelyn.</p>	All
<p><b>3 Matters Arising: -</b> Item 3: Disabled parking – three cones with disabled parking markings have been purchased. Item 7: Summer show – Raised £666.50 before expenses have been deducted. Item 9: SCIO – SS has emailed Macleod and MacCallum re AGM date and for documentation required.</p>	SS
<p><b>4 Treasurer’s Report:</b> (via Seoras)</p> <ul style="list-style-type: none"> <li>• July expenditure included, entertainment licence.</li> <li>• Balance £10,791.60; Debtors £568, HM working on getting debtors cleared.</li> <li>• Trend: Income over expenditure, looking fairly good, just below ‘trend’ line, slowly rising over the year.</li> </ul>	SS
<p><b>5 Booking Secretary(s) Reports:</b></p> <ul style="list-style-type: none"> <li>• Regulars/Clubs: All regular hall users have been sent an email re hall hire costs review.</li> <li>• Events: Ongoing.</li> </ul>	EM AS
<p><b>6 Hall charges:</b></p> <ul style="list-style-type: none"> <li>• Hall users have been notified of new charges applicable from 1<sup>st</sup> October 2018, no negative responses to date. Events already booked at old rate will be honoured, new rates will be quoted and apply to new events bookings received.</li> </ul>	EM
<p><b>7 Senior Party: (Friday 30<sup>th</sup> November)</b></p> <ul style="list-style-type: none"> <li>• Local suppliers (shop) will be contacted to supply (wine) for party.</li> <li>• Hotel and Inver Ross band to be contacted – Seoras.</li> <li>• Invitations to be distributed mid-October, distribution lists will be left in the committee room with the invitations.</li> <li>• Christmas decorations to go up for the party</li> <li>• Welcome drink to be offered to guests at the door on the night.</li> </ul>	AS SS FM  All JF

8	<b>Risk Assessment:</b> <ul style="list-style-type: none"> <li>Will be discussed at next meeting. Two copies of the 'user guide' are now in the hall, one copy in the kitchen.</li> </ul>	SS
9	<b>Privacy Policy:</b> <ul style="list-style-type: none"> <li>Draft document was circulated to committee prior to meeting.</li> <li>Discussion on amendments, and 'including adding a contents page, page numbers, replacing wording 'doing the right thing' and 'we will post changes to Privacy Policy on our website'.</li> <li>Amendments will be incorporated and re-issued.</li> </ul>	SS All
10	<b>AOB:</b> <ul style="list-style-type: none"> <li><b>Summer Show:</b> Results recorded as: 1 Pot Plants and 2 Cut flowers – E &amp; H Cumming; 3 – Vegetable – S. Dingwall; 4 Fruit – Jim McDougall; 5 Floral Art – Gill Pimm; 6 Baking and produce – Frances Muir; 7 Creative arts – Betty Bellamy; 8 Childrens' = Ruby and Liana Cumming; 9 Gardens – Spring and Summer – W &amp; C Gillies. Best Exhibit and Best Childrens' – Ruby Cumming. Trophies have been engraved and distributed to winners.</li> <li><b>Boiler:</b> Igniter failed on 10<sup>th</sup> September, new one on order and will be installed.</li> <li><b>Kitchen:</b> Leak in kitchen (under sink): SS emailed DS with details of possible design fault in kitchen re Quooker unit when sink is full, awaiting response.</li> <li><b>Booking form:</b> AS/SS will draft form for Evelyn, a heating charge will be applied to bookings when the heating is left on after event.</li> <li><b>NKVH meetings:</b> All agreed that the second Wednesday each month preferable.</li> <li><b>NKVH membership:</b> Three applications for membership received, all approved.</li> </ul>	All
11	<b>Date of next meeting:</b> Wednesday 10 <sup>th</sup> October, 7pm at Committee Room, North Kessock Village Hall.	All
12	<b>Fire Alarm test:</b> Alarm tested will be done tonight, or Monday 17 <sup>th</sup> September.	SS

Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH