

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 10th December 2020

Zoom virtual meeting

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS), Trina McEwan (TM), Cathy Lush (CL) and Helen Morrison (HM).</p>	All
<p>1 Apologies: Evelyn MacDougall.</p>	SS
<p>2 Minutes of last meeting: NA – not available/not circulated.</p>	TM
<p>3 Matters Arising: <u>Updated RA</u> now includes: Hand washing guidance; Floor markings in place in hall – three rows of eight. Hand sanitiser stock in cupboard below hose reel.</p>	CL/SS
<p>4 Treasurer’s Report</p> <ul style="list-style-type: none"> • <u>November report</u> – nothing significant to report, as things are we should be financially OK, from an ethical standpoint it is anticipated that some organisations will fail, we need to consider our position. • <u>Covid 19 posters:</u> Still to be laminated, any others needed NHS Scotland will drop off to hall. 	HM SS
<p>5 Booking Secretary(s): In current Covid 19 circumstances – nothing to report.</p>	SS
<p>6 Hall re-opening:</p> <ul style="list-style-type: none"> • Hall re-opening: Provisional week beginning January 11th, clubs who have submitted updated (Covid) RA’s include: Cubs; Beavers; Fiddle; Tai Chi; Zumba. 	All
<p>7 Risk Assessment:</p> <ul style="list-style-type: none"> • Circulated to Board members. Issued raised included: ventilation; communication/noise control (shouting); wipe down (touch points) instructions to be clarified. CL to email comments. 	CL
<p>8 SCIO: Transfer of hall Title. Area (Title) shown on illustration sent to Munro and Noble shows hall and area towards sea. The area agreed for transfer is not highlighted.</p>	SS/ TM
<p>9 Membership: None.</p>	SS
<p>10 AOB:</p> <ul style="list-style-type: none"> • Hall ‘walk round’: CL suggested a walk round the hall a week before the next meeting. • Checklist for hall users to clearly show ‘before, during and after’ procedures and where cleaning materials are kept, and disposal of used cleaning items. • Cleaner: Provided with gloves, apron. Update Risk Management plan re appropriate PPE. • Operational Manual: Update re ‘Special Conditions of Hire’ to be merged into one document. 	CL CL CL AS

11	Date of next meeting: Thursday 7 th January 2020, 7pm (via Zoom). See item 10 re ‘walk round’.	All
12	Checks: <ul style="list-style-type: none">• Fire alarm test and defibrillator check – during next week.	SS/ TM