

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 12th February 2020 Committee Room, North Kessock Village Hall

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS), Trina McEwan (TM), Angus MacLean (AM); Evelyn McDougall (EM), Cathy Lush (CL) and Helen Morrison (HM).</p>	All
<p>1 Apologies: Alison Swanson.</p>	SS
<p>2 Minutes of last meeting:</p> <ul style="list-style-type: none"> • Minutes of January approved, proposed by Helen and seconded by Seoras. 	All
<p>3 Matters Arising: MA items will be discussed during meeting.</p>	SS
<p>4 Treasurer's Report:</p> <ul style="list-style-type: none"> • Slight overspend - due to repairs undertaken after hall break-in, funds will be reimbursed from insurers, less £100.00 excess. Outstanding money due from hall bookings have been well recovered. Seoras thanked Helen for her work, and financial report. 	HM SS
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Clubs/Regulars: New booking received for Friday pm's (over 50's keep fit class). Yoga class (previous enquiry) will be contacted, as stage draughts have now been addressed. Thanks to Jim and Angus for their work in getting stage curtains in place. • Events: Nothing to report. 	EM AS
<p>6 Hall maintenance:</p> <ul style="list-style-type: none"> • Break-in: The hall was broken into on January 12th, repairs/replacements required included: <u>Doors:</u> new/additional locks, closures and sets of keys for main and kitchen doors have been arranged at a total cost of £549.56, which will be recovered from our insurance company. <u>Fire extinguishers:</u> Have been put into MacGregor's Inverness for recharging, but as the extinguishers are supplied by Chubb they will be replenished free of charge. • Stage curtains/sliding doors: Stage door curtains are now in place, additional Velcro has been added to keep curtains in place to address the 'draught' issue. The sliding doors have re-hung and draught tape applied. • Electrical sockets: Quotes for installing (six pairs) of additional sockets in the main hall have been submitted from two contractors, a third will be contacted for a quote. • CCTV: Dingwall company can supply a DIY kit for £300.00, discussion on pros/cons of installing CCTV system, decision deferred at present. • Hall roof: MacLeod Roofing have applied additional sealant which is functional at present. 	SS
<p>7 Risk Assessment:</p> <ul style="list-style-type: none"> • RA: Update to include: Regular review of First Aid box (reviewing contents) and defibrillator. RA to be included on future agenda's to enable regular reviews. 	CL HM

	<ul style="list-style-type: none"> • Info pack: To be issued to new club/regular users, and current users yearly, and to be posted on hall website. Seoras thanked Cathy for her work on RA and Info pack. 	SS
8	SCIO: Work on hall Title ongoing, some technical issues will be progressed.	SS/ TM
9	Membership: Received from Michelle Ritchie – application accepted.	SS
10	Defibrillator: Ongoing	TM
11	AOB: <ul style="list-style-type: none"> • Resignation: Angus MacLean presented his resignation. Seoras thanked Angus for his contribution during his time on the Board. • Public entertainment licence: Due for renewal next month. • Raise the roof event: To be held on 6th March, tickets still available. • KCC Stakeholder meeting: Invitation to attend meeting on 24th February, Seoras and Trina to attend. 	SS
12	Date of next meeting: Wednesday 11 th March 2020, 7pm at North Kessock Hall (cttee room).	All
13	Fire alarm test: Will be done on Monday 17 th February.	SS

Minutes approved

R G Swanson

Seoras Swanson – Chair NKVH

Approved 11/03/2020