

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of meeting held on 8<sup>th</sup> January 2020 Committee Room, North Kessock Village Hall

<u>ITEM</u>	<u>ACTION</u>
<p><b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS), Alison Swanson (AS); Angus MacLean (AM); Trina McEwan (TM), Evelyn McDougall (EM), Cathy Lush (CL) and Helen Morrison (HM).</p>	All
<p><b>1 Apologies:</b> None presented.</p>	SS
<p><b>2 Minutes of last meeting:</b></p> <ul style="list-style-type: none"> <li>• Minutes of December approved, proposed by Helen and seconded by Alison.</li> </ul>	All
<p><b>3 Matters Arising:</b> MA items will be discussed during meeting.</p>	SS
<p><b>4 Treasurer's Report:</b></p> <ul style="list-style-type: none"> <li>• Income £65.00 below expenditure. Still have ongoing maintenance issues to be managed over future years. Outstanding invoices being followed up. Collection tin containing £50.00 passed onto Helen.</li> </ul>	HM
<p><b>5 Booking Secretary(s) Reports:</b></p> <ul style="list-style-type: none"> <li>• Clubs/Regulars: Issue raised on 'overlapping' issue (people coming into hall to set-up before their allocated time and while current club/group are still using the hall).</li> <li>• Events: Ongoing.</li> </ul>	EM AS
<p><b>6 Hall maintenance:</b></p> <ul style="list-style-type: none"> <li>• Kitchen: Blocked drains in kitchen fixed – thanks to Murray (plumber) and Angus for getting drains working again. New maintenance hatch in place to allow drainage from sink. Lorna will check drainage 'flow' in kitchen on a weekly basis. Oven clean suggested – possibly on a yearly basis.</li> <li>• Roof: MacLeod Roofing – a sealant to be applied.</li> <li>• Grants: Consider applying for a grant for future improvements e.g. toilets. To be taken forward after the AGM.</li> <li>• Electrics: Only one socket in main hall. Thanks to Cathy for arranging quotes for installing additions sockets.</li> </ul>	SS  CL
<p><b>7 Risk Assessment:</b> Update on stakeholder manual – ongoing. Draft ready for February meeting. Succession planning should also be considered/addressed.</p>	CL
<p><b>8 SCIO:</b> Awaiting material back from Registrars Scotland</p>	SS
<p><b>9 Membership:</b> No new applications.</p>	SS

10	<b>Defibrillator:</b> Ongoing	TM
11	<b>AOB:</b> <ul style="list-style-type: none"> <li>• <b>6 March event:</b> promotional material to be posted on hall notice boards, web and Facebook.</li> <li>• <b>Hoover:</b> (Hendry) on offer at MacGregors – to be stored in boiler room and Lorna informed.</li> <li>• <b>Stage curtains:</b> Previous supplier (main curtains) J C Joel – Quote to be requested.</li> </ul>	EM AM AM/ SS
12	<b>Date of next meeting:</b> Wednesday 12 <sup>th</sup> February 2020, 7pm at North Kessock Hall (cttee room).	All
13	<b>Fire alarm test:</b> Will be done.	SS

Minutes approved

*R G Swanson*

Seoras Swanson – Chair NKVH