

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of meeting held on 11th March 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), Trina McEwan (TM), Alison Swanson (AS); Evelyn McDougall (EM), and Cathy Lush (CL).</p>	All
<p><b>1 Apologies:</b> Helen Morrison.</p>	SS
<p><b>2 Minutes of last meeting:</b> Minutes of meeting held on 12 February approved, proposed by Seoras and seconded by Evelyn.</p>	All
<p><b>3 Matters Arising:</b> MA items will be discussed during meeting.</p>	SS
<p><b>4 Treasurer's Report: No report</b></p>	SS
<p><b>5 Booking Secretary(s) Reports:</b></p> <ul style="list-style-type: none"> <li>• Clubs/Regulars: New classes - over 50's keep fit and circuit training started and running well. Outstanding invoices being chased up.</li> <li>• Events: Event listing being posted - showing personal contact details, to be removed.</li> </ul>	EM AS
<p><b>6 Hall maintenance:</b></p> <ul style="list-style-type: none"> <li>• <b>Break-in:</b> Relevant invoices (door locks, key safe etc.) forwarded to hall insurance company.</li> <li>• <b>Electrical sockets:</b> Contractor appointed.</li> </ul>	SS
<p><b>7 Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>• Hard copies circulated. Change NKAA to NKVH. Evacuation policy to cover wheelchair exit procedure.</li> <li>• Defibrillator: Change regular checking of defrib (battery, pads etc.) to a monthly basis.</li> <li>• Hires (manual) - signed off by Board, to be reviewed.</li> <li>• Operational (manual) – no significant changes, copies to be distributed: filing cabinet (cttee rm); and storage cupboard entrance (pouch inside door).</li> <li>• Seoras thanked Cathy for her work on RA and Info pack.</li> </ul>	CL
<p><b>8 SCIO:</b> Discussion on the technical issues affecting transfer of hall Title.</p>	SS
<p><b>9 Membership:</b> Received from: Fiona Rose and Maire Wood - applications accepted.</p>	SS
<p><b>10 Defibrillator:</b> March training in place – NK Ticket Office.</p>	TM

11	<b>AOB:</b> <ul style="list-style-type: none"> <li>• <b>Public entertainment licence:</b> Renewal in progress</li> <li>• <b>NK car park charges:</b> Consultation document received from Highland Council for comment.</li> <li>• <b>Donation:</b> Generous donation of £100 received from Perry Rose, to be used for car park pot hole repairs.</li> </ul>	SS
12	<b>Date of next meeting:</b> Wednesday 15 <sup>th</sup> April 2020, 7pm at North Kessock Hall (cttee room).	All
13	<b>Checks:</b> <ul style="list-style-type: none"> <li>• <b>Fire alarm test:</b> Will be done on Monday 16<sup>th</sup>.</li> <li>• <b>Defibrillator check</b> – at end of meeting.</li> </ul>	SS TM