

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 18 August 2021

Zoom virtual meeting

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS), Cathy Lush (CL); Trina McEwan (TM); Helen Morrison (HM) – joined later. NKVH member Peggy Rose attending as an observer.</p>	All
<p>1 Apologies: Alison Swanson</p>	SS
<p>2 Minutes of last meeting: Minutes of 7th July – summary read out. Full minutes to be sent out.</p>	TM
<p>3 Matters Arising: Will be covered under agenda items.</p>	All
<p>4 Treasurer’s Reports:</p> <ul style="list-style-type: none"> • Accounts presented till the end of July, expenditure higher than income, outgoings included payment for new chairs (this is covered by Grants). • Groups/clubs are returning to hall which will result in an increase in income which will be good to have in the autumn. • Healthy balance at present, it is noted that solicitors fee’s for Title transfer and roof repairs will be expenditure we have to account for. 	HM
<p>5 Booking Secretary Report:</p> <ul style="list-style-type: none"> • Four groups have returned to the hall including: Tia Chi, board games group; Highland Dancers. • A number of requests to use the hall are being received, including enquiries for ‘events’ requests, they are be advised dates and costs will be confirmed when the new Board is in place. 	SS
<p>6 Maintenance/Grant spend:</p> <ul style="list-style-type: none"> • Grants: In accordance with the successful receipt of grants, we have progressed two elements: • 1/ Chairs: Purchase of 200 chairs (with stacking trollies). Discussion on disposal of old chairs: it was agreed to offer chairs to local groups/charities first, and Seoras will progress. • 2/ Roof repair: Seoras met with roof contractor, who will install a rubber membrane in gully and extend membrane upwards under current roof. He will also undertake repairs to toilet ceiling and roof void. It is understood the work will be completed before winter. Cost will be £4,045.80, an increase from original quote, it was agreed that this is an essential repair and will be covered by Grants already received. 	SS SS
<p>7 Risk assessment:</p> <ul style="list-style-type: none"> • Looking at policy used by a Borders hall which states: face covering, collection of users contact details, test and protect posters, good ventilation and sanitising. • Installation of carbon monoxide detector, windows to be open before and during hall use. Cleaning: keep protocol in place, hall users to complete and sign off a check list. 	

8	SCIO: Transfer of hall Title: An email was sent on 14 th to our solicitor re timescale for completion re Transfer of Title, all details have been confirmed with both parties.	SS
9	Membership/Board: <ul style="list-style-type: none"> • One membership application received and approved. 	SS
10	AOCB: <ul style="list-style-type: none"> • Broadband/Wi-Fi: We have taken out a contract with PlusNet, costing £22-00 per month. • The webpage provider has been paid. 	SS
11	Date of next meeting: Tuesday 14 th September 2021, 7pm at North Kessock Village Hall.	All
12	Fire alarm test: Will be done.	SS