

# NORTH KESSOCK VILLAGE HALL BOARD MEETING

## Minutes of meeting held on 14 September 2021

### Zoom virtual meeting

	<u>ITEM</u>	<u>ACTION</u>
	<p><b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Alison Swanson (AS); Cathy Lush (CL); Trina McEwan (TM) and Helen Morrison (HM).</p>	All
1	<b>Apologies:</b> None.	SS
2	<p><b>Minutes of last meeting(s):</b></p> <ul style="list-style-type: none"> <li>• Minutes of 7<sup>th</sup> July – approved, proposed by Alison, seconded by Seoras.</li> <li>• Minutes of 18<sup>th</sup> August – approved, proposed by Seoras, seconded by Alison.</li> </ul>	All
3	<b>Matters Arising:</b> Will be covered under agenda items.	All
4	<p><b>Treasurer’s Reports:</b></p> <ul style="list-style-type: none"> <li>• Accounts presented till the end of August, new chairs paid for and we are now drawing an income from returning hall users, invoices have been issued for September.</li> <li>• Expenditure higher than income, but nothing to be unduly concerned about at this time.</li> <li>• End of year - draft accounts - will be ready for next meeting.</li> </ul>	HM
5	<p><b>Booking Secretary Report:</b></p> <ul style="list-style-type: none"> <li>• Bookings are coming in and being processed.</li> <li>• Late booking procedure, clarification needed for notice of bookings, it was agreed that bookings need to be made 72 hours in advance. Hall/committee room users will be advised of this notice requirement.</li> </ul>	AS
6	<p><b>Maintenance/Grant spend:</b></p> <ul style="list-style-type: none"> <li>• Roof repair: Cathy to follow up repair timescale.</li> <li>• Grants: No further expenditure to date. Old chairs – a Forces charity are taking all the chairs, and will be uplifted shortly.</li> </ul>	CL SS
7	<p><b>Risk assessment:</b> Key points – raised/discussed:</p> <ul style="list-style-type: none"> <li>• Requirement for ventilation proportionate to risk (high ceilings, numbers, windows open or permanently closed).</li> <li>• Consider installation of carbon dioxide alarms - a range of options are available.</li> <li>• Research further what is being proposed for schools.</li> <li>• Good audit trail required.</li> <li>• Risk – look at risk and take steps to address issues identified.</li> </ul>	CL
8	<p><b>SCIO:</b></p> <ul style="list-style-type: none"> <li>• Progressing as per original agreement, now with to MacLeod and McCallum to resolve.</li> <li>• AGM to be held 16 days after confirmation of SCIO from solicitor (Title in place). Will have to be Covid compliant. NKVH members will have priority.</li> </ul>	SS

9	<b>Membership/Board:</b> <ul style="list-style-type: none"> <li>No new membership applications received. No movement on shadowing (Board Members).</li> </ul>	SS
10	<b>AOCB:</b> None.	All
11	<b>Date of next meeting:</b> Tuesday 5 <sup>th</sup> October 2021, 7pm via Zoom.	All
12	<b>Fire alarm test/ Defribulator check:</b> Will be done ASAP	SS & TM

Minutes approved

*R G Swanson*

Seoras Swanson – Chair NKVH

Approved 05/10/2021