

NORTH KESSOCK VILLAGE HALL BOARD MEETING

Minutes of meeting held on 5th January 2022

Zoom virtual meeting

<u>ITEM</u>	<u>ACTION</u>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS); Alison Swanson (AS); Cathy Lush (CL); Helen Morrison (HM) and Trina McEwan (TM).</p>	All
<p>1 Apologies: None</p>	SS
<p>2 Minutes of last meeting(s):</p> <ul style="list-style-type: none"> • Minutes of 8th December approved, proposed by Helen, seconded by Alison. 	All
<p>3 Matters Arising: - Will be covered during meeting.</p>	All
<p>4 Treasurer's Report: - Helen Morrison</p> <ul style="list-style-type: none"> • Draft Annual Report: - Achievements for the year, Covid had an impact on our finances. from Mach 2020 onwards the hall had no income, apart from the GP surgery (vaccinations). Outgoings for heating. Repairs, insurance and wages. End of year we held a balance of - £16,500+, last year £12,500, as expenses were down and we had receipt of grants. • Accounts for 2015/2016 (last reported accounts) have been 'signed off'. Accounts for the years to date will be prepared and presented. • December report has a balance of £16,429. Healthy month, trends above targets. • Seoras thanked Helen for her financial report. 	HM
<p>5 Booking Secretary Report: - Alison Swanson</p> <ul style="list-style-type: none"> • Booking(s): We have received an email from Munloch and North Kessock doctors surgery thanking us for the use of the hall for the Covid vaccinations programme. 	AS
<p>6 Maintenance/Grant spend: - Seoras Swanson</p> <ul style="list-style-type: none"> • <u>CO2 monitors</u> have now been installed in the main hall and committee room and showing encouraging results. Cathy asked if the 'readings' information is retained? Seoras confirmed that they are for a limited time. • <u>Mould on hall wall:</u> Seoras and Alison cleaned and bleached the wall and it looking much better and the hall enquirer who raised the issue, has been informed. • <u>Recycling bin:</u> - A bin has been removed from the kitchen and will need to be replaced. • Roof repair: Original roofer will be contacted again by Seoras. Cathy will pursue the possibility of an alternative contractor. 	SS SS/AS SS/CL
<p>7 Risk assessment: - Cathy Lush</p> <ul style="list-style-type: none"> • Child Protection not relevant to risk monitor, it is the event organisers responsibility. Re Children and Vulnerable Adults, we will raise awareness in the toolkit. Alison asked if it could be included in the information pack • Updating RA pack to include information on the CO2 monitors. 	CL

8	<p>SCIO:</p> <ul style="list-style-type: none"> • Hold up with MacLeod and McCallum, if no response by the end of the week Seoras to follow up with them. 	SS
9	<p>Membership/Board:</p> <ul style="list-style-type: none"> • It was noted that only members of NKVH will be entitled to vote at the AGM. • Three applications received and accepted. • More membership forms to be circulated. 	SS
10	<p>AOCB:</p> <ul style="list-style-type: none"> • AGM: Provisionally to be held at the end of February (three weeks notice required). • Next meeting: Wednesday 9th February 2022, 7pm via Zoom. • Fire alarm will be tested on Monday. 	All All SS