



# KYLE OF SUTHERLAND Gala week

## COMMITTEE MEETING MONDAY 12 March 2012 INVERSHIN HOTEL

Present: Sally Mackintosh (SM Secretary); Elissa Steven (ES); Rob Pope (RP); Kay Smart (KS)

Apologies – Tracy Moffat (TM); Sandie Gordon (SG) and Melissa Askew (MA)

Item		Action By
1	<b>EASTER EGG HUNT</b> <ol style="list-style-type: none"> <li>1. Date agreed for 7 April 2012. Woods at 1230 and 1400 hrs in Ardgay Hall.</li> <li>2. SM confirmed Ardgay Hall booked. Permission received from Gearchoille Woods committee.</li> <li>3. Members confirmed as available to help on day – ES, SM, RP, TM others are to confirm.</li> <li>4. Member needed to be the Easter Bunny – volunteers please!</li> <li>5. SM to purchase eggs and ensure enough craft material for Bonnet making.</li> <li>6. Agreed that each child will find 1 egg initially and a second if numbers allow. Larger prizes will be for finding Easter Bunny and finding the Lucky Egg.</li> <li>7. Categories for Bonnet competition = Under 5; P1 to P3 and P4 to P7.</li> <li>8. SM confirmed that she had spoken to the Civic Licensing department (Lisa Donaldson) and they confirmed that no Public Entertainments licence is required so long as no charges are made for the event.</li> <li>9. SM advised that from 1 April 2012 new licensing laws are being introduced regarding Public Entertainments licenses being required for all public events but there is no clear clarification available as to how this will affect events in the future.</li> </ol>	<b>ALL SM</b>
2	<b>DANCE 19<sup>TH</sup> MAY</b> <ol style="list-style-type: none"> <li>1. Torridon have confirmed and payment will be a 70/30 split as for last year. No tickets, payment on door £10 per person.</li> <li>2. SM confirmed that Ardgay Hall booked. No additional licence required. BYOB confirmed.</li> <li>3. Bouncers booked and KS will confirm availability.</li> <li>4. Wide advertising requested by band. Posters distributed to all members. ES will put on Gunmtree, Website and contact MFR. SM will notify Northern Times and post posters to Carol Morrice in Dornoch. KS has completed Facebook.</li> <li>5. Plastic glasses and black bags to be available on the night – KS will arrange</li> </ol>	<b>KS  ES SM  KS</b>

3	<b>BANK UPDATE</b> <ol style="list-style-type: none"> <li>1. KS advised that the current bank balance is £3,413</li> <li>2. New signatories still not approved by bank and form has again been returned for further attention. Amendments completed during meeting and KS will resubmit.</li> <li>3. Letter required detailing change of treasurer from Gail Munro to KS along with minutes of committee meeting agreeing all members should be bank signatories.</li> </ol>	<b>KS</b>  <b>SM</b>
4	<b>BOUNCY CASTLE HIRE AND BOOKINGS</b> <ol style="list-style-type: none"> <li>a. The slide and Castle went in for repair at end of last year and, on return, the telephone number had not been removed as requested. A complaint has been lodged by Gail.</li> <li>b. The Slide is to be checked that all repairs to that are satisfactory. It was agreed this will be done on Sunday 25<sup>th</sup>. All available members to meet at container at 1200 to help.</li> <li>c. Complaint to be dealt with once slide condition is known. SM will liaise with Gail.</li> </ol>	<b>GM &amp; KS</b>  <b>ALL</b>  <b>SM</b>
5	<b>LICENSING</b> <ol style="list-style-type: none"> <li>a. SM advised that the Law requires a Public Entertainment licence where a Bouncy Castle or Slide has been hired for use, whether or not there are charges levied for the use of the Castle or Slide, <b>for any event to which members of the general public are admitted</b>.</li> <li>b. The licence applies to the Venue and will cost either £374 for a 3 year licence or £187 for a one off event.</li> <li>c. Licences need to be applied for 6 weeks in advance of the event from the Highland Council Civic Licensing department.</li> <li>d. It was agreed that KOS GALA Week Committee <b><u>WILL NOT BE RESPONSIBLE</u></b> for providing this licence and it is entirely the responsibility of the hirer to ensure they have the appropriate licence.</li> <li>e. Hirers will be made aware of the licensing requirements on booking and notification will be placed on the KOS website and Facebook page.</li> <li>f. Licences are not required for hires that are for private parties where admission is not open to the general public and the current arrangement for hiring will remain.</li> <li>g. SM will revise the current hiring contracts to ensure a separate one is available for public hires which details the requirements of the Public Entertainment licenses. It will be made clear that a copy of the licence is required by KOSGW on collection of the items.</li> <li>h. No licence is required if KOSGW gives the castle or slide free of charge to an event and no charges are made by the event organisers for the use of the items.</li> <li>i. SM made it clear that all licensing requirements are currently under review by the Highland Council and any changes will be made known as available.</li> </ol>	
	<b>AOCB</b> <ol style="list-style-type: none"> <li>a. KS provided the membership form for VG-ES which is due for 2012. SM will submit</li> </ol>	<b>SM</b>