

**MINUTES OF THE LEANAIG COMMUNITY CENTRE ASSOCIATION
SUPERVISORY COMMITTEE MEETING
HELD AT THE LEANAIG COMMUNITY CENTRE
ON THURSDAY 14 APRIL 2016**

PRESENT

Fiona MacKintosh (Chairperson), Jane Attwood (Conon Bridge Community Council), Hazel Bushell (W.R.I.), Moira Comloquoy (Gala Committee), Jock Comloquoy (Amenities Association), Martin MacLauchlan (Scouts), Tania Mackie (BWPS Head Teacher), Ian Goode (Highlife Highland)

WELCOME

Fiona MacKintosh welcomed everyone to the meeting.

Apologies

Jim Attwood, Alistair MacKintosh, Catriona Meiklejohn, Margot Smith, Frank McConnell.

Fiona had tried to make contact, without success, with the new representative of the Parent and Toddler Group. Ian Goode will provide Fiona with the details prior to the next meeting.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were handed out to the representatives present and Fiona explained that the purpose of that meeting had been to adopt the new constitution and elect office bearers. This would be for an interim period until June 2016 when an AGM would be held.

MATTERS ARISING

The bank account details still require to be updated.

A cheque has been raised for the prizes for the logo competition and will be disbursed soon.

The Company who designed the new logo had not yet provided an invoice for their services. Ian and Tania requested a copy of the logo be made in black and white for their use. All representatives present at the meeting agreed that the design was appropriate and well produced. Jim Attwood will be asked to contact the design company to ascertain the costs and copyright of the design.

MANAGEMENT AGREEMENT BETWEEN HLH AND LCCA

This is currently being developed and it is hoped that it will be finalised before the end of the school summer term.

A section of the Agreement deals with the use of the facilities and the letting policy and charges for these. It is believed that when a new letting policy structure comes into being the only organisations that will be allowed free use of the community facilities plus the staff room will be as follows: Community Council, Leanaig Community Centre Association and all uniform groups. All other groups, with the exception of the school, would be required to pay for using the facilities.

Ian Goode also advised the meeting that any group requiring the use of the facilities outwith Highlife Highland hours of operation would be charged accordingly. He also stated that the use of the main hall for the Gala dance would be on the same basis as last year. It would not be free and it may be that the gala committee should seek funding for the use of the Centre through The Highland Council.

When the Management Agreement is in place it will be for a period of either 1 or 2 years but it will **not** replace the Access Agreement currently in force.

OUTSTANDING ISSUES

- **Use of equipment** – Currently there is no record of which organisation uses the equipment that is available i.e. TV, items in the kitchen, stage lights, computers, etc. The PA systems and ownership of the same was discussed as at the moment only one PA system is in working order.
- **Handbook** - Due to staff changes within Highlife, this has never been finalised. It was noted that when it is being developed, particular mention must be made that the wearing of stiletto heels is banned throughout the building.
- **Access to main hall** - Fiona pointed out that on 4 occasions over a 4 week period, the main/gym hall had been booked by an organisation who should have vacated that room by 12.00. However the main/gym hall had not been vacated until 12.15. Ian Goode was unable to comment on this.
- **Kitchen** – At a meeting in December it was considered that the cupboards in the community kitchen should be left unlocked with the exception of those belonging to specific organisations, i.e. the Lunch Club and the Youth Club. The kitchen door should be locked at all times unless a group has asked for the use of the kitchen when making a booking.
- **Cleaning Rota** – On a number of occasions the hand washing sink had been used for emptying teapots/cups and had not been cleaned. Also, tables have been stored without having been cleaned. Ian Goode stated that it was the responsibility of the users of the facilities to clean areas/tables used. This would be flagged up to the users and a blanket letter would be sent out to all users making them aware of their responsibilities and advising them that a charge would be raised for cleaning costs should this be required. This should also be included in the handbook as the booking form states that groups should clean up after their let.
- **Wi-Fi** - The router is still situated on top of the television stand. A letter had been sent to Robert Campbell requesting that the router be placed in a box on

the wall or on a separate shelf. It was suggested that another letter be sent, with a copy to Councillor MacKinnon, to ask that this work be carried out as soon as possible.

- **Advance Notice of Events** – Where children's groups are held on a regular basis, representatives of these groups should be advised in advance if there are any outside organisations using the facilities when their groups are taking place, i.e. uniformed organisations.
- **Spillages** – Highlife staff should look out for spillages when groups leave the premises and mop these up before the next group uses the facilities.

Tania advised the meeting that the damage to one of the cubicles in the community wing toilets has been reported for repair. It was also mentioned that the toilet which had been designated as the cleaning store was now once again in use as a toilet.

TREASURER'S REPORT

Currently there is a balance of £27,171.93 in the bank account. However, this includes a sum of £5,300 allocated to the Men's Shed and £10,000 allocated to the development of a Community Hub. There are stipulations attached to each of these amounts; if the Community Hub does not go ahead, the money then goes into the Leanaig Community Centre Association bank account and if the Men's Shed project does not come to fruition then that money is to be split between groups in the village.

AOCB

A quote had been received by the Association for the purchase of portable flooring for use in the gym hall. One of the quotes was for a floor size of 15'x15' which was considered by those present to be rather small for a dance floor. Further enquiries will be made and a copy of the company details will be sent to the school and Highlife. Tania also raised concerns regarding the storage of such an item, as depending on the materials used and specification of the flooring, the MUGA storage facilities might not be appropriate and there was no storage space available in the main building. Should a larger floor area be considered more appropriate, it may be that an approach could be made to the Ward Members for a grant to be made available. Further, the Highland Council Chief Executive, Steve Barron, could be approached for direct Council funding as a gesture of compensation for the problems associated with the school.

It was also felt that a ban should be made throughout the school and community wing on the wearing of stiletto heels and notices should be placed throughout the building to advise of such a ban.

DATE OF NEXT MEETING

Thursday 26th May 2016 at 7.30pm