

Minutes of The Leanaig Community Centre

Supervisory Committee meeting held on

Thursday 19 January 2017 in the Staff Room at Ben Wyvis Primary School

PRESENT: Fiona MacKintosh (FM), Jim Attwood (JA), Hazel Bushell (HB), Alistair MacKintosh (AM), Catriona Meiklejohn (CM), Pauline Jezewski (PJ), Ian Goode (IG) – Highlife Highland (HLH)

FM, as Chairperson, welcomed everyone to the meeting.

APOLOGIES: Martin McLauchlan, Jenny MacLennan, Marion Munro, Councillor Alister MacKinnon

MINUTES of the PREVIOUS MEETING. JA highlighted the addition of post meeting notes regarding the new Leanaig Community Centre sign and the Head Teacher's request for facilities bookings. These had been added to the minutes of the meeting of 10 November 2016. The minutes were then approved for adoption by CM and seconded by AM.

MATTERS ARISING

- JA had confirmed with Royal Bank of Scotland (RBS) that HB was now a new cheque signatory. He had also confirmed with RBS that they were in the process of issuing a new cheque book and pay-in book with the revised account name to HB. HB to advise JA when these were received.
- FM had purchased a new basin for the community kitchen. She then gave IG a laminated copy of a poster for coloured chopping boards.
- AM would have a look at the kitchen trolley with a view to making it more stable

TREASURER'S REPORT

As there had been no movement in funds, the bank account balance remained at £26,972.93 of which £5,300 was ring-fenced for a future Men's Shed group. FM suggested that as it was unlikely that there was sufficient demand for this, that at the AGM in June 2017, consideration be given to using the ring-fenced funds for the Ladies Walk restoration project

MANAGEMENT AGREEMENT

FM advised the meeting that the Management Agreement for the Leanaig Community Centre had been signed off on 09 January 2017 for a 2 year period.

USAGE REPORT FROM HIGHLIFE HIGHLAND

A copy of the user numbers figures for October, November and December 2016 was produced by IG and is held with these minutes. User number figures for the WRI, Parent and Toddler Group and Lunch Club were still missing from the report. IG said that he would remind staff of the need to record these.

User numbers for October and November 2016 were lower due to the unavailability of the main hall because of works being carried out to improve the heating in the hall. Some of the figures had to be checked as problems had been experienced with the HLH computer system.

With regard to staffing, Struan was expected to return in early February 2017 and a new receptionist was starting on Monday 23 January 2017. Daniel would be used for future relief duties.

The person who had offered to take ballroom dancing classes had reconsidered as she didn't feel that she was sufficiently qualified. Yoga classes might still be considered. JA gave IG contact details for a Pilates instructor.

As a request had been made to hold a Participatory Budgeting event in the Community Centre on Saturday 11 March 2017, the spinning class would be cancelled. FM confirmed that the Guides would also cancel their booking.

A school organised Bingo night for 23 February 2017 would not now take place due to the main hall being out of use due to the installation of a new heating system.

AOCB

PJ stated that the Parent Council School Fayre was scheduled for Saturday 27 May 2017.

Applications to the Co-op Community Fund close on 25 January 2017.

IG had produced and sent to FM the first draft of a Community Centre handbook.

JA enquired about the renewal of the Public Entertainment Licence for the Community Centre. IG replied that he was still waiting for a copy of the new certificate but the licence had been renewed.

FM advised the meeting that the Head Teacher had requested the use of the Community Room for school lunches for the Summer term; this had been agreed.

Date of next meeting

Thursday 20 April 2017 at 7.30pm in the Staff Room.