

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 2nd November 2016

Committee room, North Kessock Hall

Present: Margaret Brown MB Doreen Murray DM
 Seoras Swanson SS Trina McEwan TM
 Cathy Lush CL Angus MacLean AM
 (also in attendance Helen Morrison)

Later: Evelyn MacDougall (EM); Fiona McKay (FM) and Liz Brooker (LB).

	<u>ITEM</u>	<u>ACTION</u>
1	Apologies: Received from Alison Swanson.	MB
2a	Election (Office Bearers): <ul style="list-style-type: none"> ● Election of NKAA Office Bearers took place later in meeting when full committee present were present. (see 2b below). 	All
3	Chairing of meeting: <ul style="list-style-type: none"> ● Margaret welcomed all and chaired meeting till full committee were present for election. 	MB
4	Minutes of last committee meeting: <ul style="list-style-type: none"> ● Minutes from 5th October meeting approved - proposed by SS, seconded by CL. 	SS/CL
5	Matters arising: <ul style="list-style-type: none"> ● The on-line hall booking form has been updated, and is now linked to the 'Inter Agency Guidelines to Protect Children and Young People in the Highlands' page. Allowing groups etc who book the hall, to be aware of, and conform to the guidelines. 	CL
6	Treasurer's Report: <ul style="list-style-type: none"> ● Full Treasurer's Report to end of October 2016, presented to committee. ● In summary: Income for October - £1,555.25. (Includes donation of £200.00 from Helen Henderson on behalf of late John Henderson). Expenditure - £735.48. (Includes £50.00 NKAA donation to Highland Diabetic Group, a further £75.05 raised at the AGM). Excess income over expenditure: -£819.77. ● Outstanding invoices: £768.00 	SS
7	Booking Secretary(s) Report(s): <ul style="list-style-type: none"> ● Takings for October £954.00. ● Discussion on problems occurring with payments when clubs officials (e.g. Treasurers) change. Seoras will take forward this issue with one group concerned. 	LB SS
8	AGM outcomes: <ul style="list-style-type: none"> ● SCO to SCIO change: Proposed and discussed at the AGM – agreement received from the floor, that the NKAA committee can proceed with investigating to change from a SCO to a 	

	<p>SCIO. Thereafter discussion on the possibility of requesting the assistance of a local resident with a legal background (e.g. Chris Stuart) to work with appointed NKAA committee members to take proposal forward. Committee agreed. NKAA appointed persons are: Seoras Swanson and Cathy Lush</p> <ul style="list-style-type: none"> ● Outcome(s) of the investigation will be taken forward to the community via an EGM. 	All SS/CL
2b	<p>Election (Office Bearers):</p> <ul style="list-style-type: none"> ● Chair: Margaret stated that she is ‘standing down’ as Chair. Seoras - proposed by Liz and seconded by Cathy. ● Vice Chair: Trina – (suggested by Margaret), proposed by Evelyn, seconded by Cathy. ● Treasurer: Seoras introduced Helen Morrison, who is willing to be a volunteer, rather than a committee member, to take on the Treasurer’s role. As the constitution states in “5 STAFF - The Management Committee shall have power to appoint and dismiss a Secretary and a Treasurer” it was proposed that the committee appoint Helen as Treasurer – proposed by Seoras, seconded by Margaret. ● Booking secretary (clubs): Liz – proposed by Evelyn, seconded by Seoras. ● Booking secretary (events): Alison – proposed by Angus, seconded by Liz. ● Minute secretary: Trina – proposed by Seoras, seconded by Liz. ● Seoras Chaired rest of meeting, and thanked Margaret for her dedication and work during her time as Chair of North Kessock Amenities Association. Vote of thanks for all present. 	All
9	<p>Christmas Party:</p> <ul style="list-style-type: none"> ● Will be held on Friday 9th December. ● Kessock hotel have been contacted and confirmed. ● Menu will be same as 2015. Fiona offered to make tablet. ● Setting up on 9th from 1200 noon onwards. ● Wine from Kessock shop on a ‘sale or return’ basis, as previous years. ● Raffle prizes required – all contributions welcome. ● Christmas tree – to be requested from Drynie Christmas Trees ● Band booked. Catering will be tray of sandwiches etc. ● Helpers: Cilla, Helen, Sandra Dingwall, Irene Smith and Cath Chisholm. ● Transport (only for those with mobility issues): Angus and Gordon kindly volunteered. ● Table covers, plastic glasses – stock to be checked/purchased. ● Rev. Susan Cord and husband to be invited to attend. 	SS All TM/L B All TM AS AM/MB SS
10	<p>Public Entertainment Licence:</p> <ul style="list-style-type: none"> ● Current licence expires in 16 January 2017. Deadline for new application – 28th November. Form can be completed ‘on-line’ supporting paperwork can be sent on. Signatory to be changed on application form. ● Electrician visiting the hall (16 November) to undertake a full electrical report. ● Visit required from Fire Safety Officer who will check smoke alarms and safety policy. ● Risk Assessment: Proposal that this document requires to reviewed and updated on a regular basis. Cathy to get a copy of current RA and progress its review/update. 	All MB CL
11	<p>Fire Alarm Test: Undertaken prior to meeting.</p>	SS
12	<p>AOCB:</p>	

	<ul style="list-style-type: none"> ● Resilience Project: the grant received from the Highland Council is linked to the solar panel project, agreed by the committee to return grant to HC. ● Suggestion to ‘defer’ solar panel project.’ ● Copy of ‘Kessock News’ circulated at the meeting. It has been produced by Joe Lindsay, when expenses have been recouped, any surplus will be donated to the hall. 	All CL
13	Date of next meeting: Wednesday 7 th December, 7.00pm, NK hall	