

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 12th April 2017 **Committee room, North Kessock Hall and 8 Bellfield Road, NK**

<u>ITEM</u>	<u>ACTION</u>
<p>Chairman welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Helen Morrison (HM); Alison Swanson (AS); Evelyn MacDougall (EM); Fiona McKay (FM) – part.</p>	SS
<p>1 Apologies: Margaret Brown, Cathy Lush and Angus MacLean.</p>	SS
<p>2 Approval of Minutes– thereafter minutes approved, proposed by Evelyn, and seconded by Helen.</p>	All
<p>3 Matters Arising: Will be covered in during meeting.</p>	All
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full accounts for March, submitted to committee. • Income for month £1,064.00, expenditure £2,040.97. Costs included: heat and light bills, and deposits returned. Floor repair cost outstanding/to be paid. 	HM
<p>5 Booking Secretary(s) Reports: Clubs/Regulars - Evelyn reported:</p> <ul style="list-style-type: none"> • Enquiry received from prospective regular booking – in progress, not yet confirmed. <p>Events – Alison reported:</p> <ul style="list-style-type: none"> • Recent damage to hall facilities (toilets) will be paid for by the group who booked the hall. 	EM AS
<p>6 Kitchen project/Hall floor:</p> <ul style="list-style-type: none"> • Kitchen ‘snagging’ – a/ roller door lock, now operational; b/ re-cycle bin handle replaced c/ child proof locks have been fitted to doors under kitchen sink; d/ loose wall panel above dish washer – still outstanding. • Hall floor ‘snagging’ – e/ Add skirting between kitchen and store; f/ store entrance – threshold to be cut back so it will be ‘flush’ to the floor. • Floor surface repairs will be done on Monday 17 and Tuesday 18 	SS
<p>7 SCIO:</p> <ul style="list-style-type: none"> • Seoras reported on follow-up from previous meetings with MacLeod and McCallum and SCVO • A number of documents have been located including Fue Charter entitled North Kessock and District Club and subsequent documents relating to hall and car park, these documents have now been passed to SCVO. Seoras will continue to liaise with SCVO 	SS
<p>8 Risk Assessment: Item deferred to next meeting when Cathy will be present</p>	SS

9	AOB: <ul style="list-style-type: none"> • Regular group payments – suggest to them setting up a ‘standing order’ payment. • Received two licenses: a/ re-cycle bin and b/ Public Entertainment Licence (valid three years) • New cleaner – Lorna Reid – is on a two month probationary period. 	HM
10	Date of next meeting:	All