

NORTH KESSOCK VILLAGE HALL

Minutes of Meeting held on 8th August 2018 Committee room, North Kessock Village Hall, North Kessock

ITEM	ACTION
Chair welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; (AS); Evelyn MacDougall (EM), Angus MacLean (AM), Jim Farquhar (JF) and Fiona McKay (FM).	All
1 Apologies: Helen Morrison and Cathy Lush.	
2 Minutes of last meeting – Minutes of 4 th July: Amendments: Under ‘present’ AS to be inserted after Alison’s name and Item 9 – replace Munro and Noble with Macleod and MacCallum. Thereafter minutes were approved, proposed by Jim seconded by Angus.	All
3 Matters Arising: - Item 8: Jim apologised for not producing hall layout diagram. Seoras will progress placement of Disabled Parking signs on hall wall. Minutes: Jim suggested that reports should be attached to the minutes. All agreed.	JF SS JF/TM
4 Treasurer’s Report: <ul style="list-style-type: none">• Full report will be presented at next meeting.• Item 3 (July mins): Helen has contacted EDF re electricity bill and reported back that we will be receiving a refund circa £400. Jim proposed thanks to the Treasurer for this feedback.	SS JF
5 Booking Secretary(s) Reports: <ul style="list-style-type: none">• Regulars/Clubs: High volume of bookings for hall.• Events: Couple of weddings and evening functions booked for 2019.	EM AS

6	<p>Hall charges:</p> <ul style="list-style-type: none"> • Discussion on report (Appendix 1) circulated to committee prior to the meeting. • Page 4: Proposed hall charges represent an increase of 18% on current charges, all noted that there had been no increase in hall charges since 2015. • <u>Clubs/regulars</u>: An analysis of a month's (September) bookings, showed, at current charges an income of £78, proposed new charges would return and income of £140. • <u>Events/Functions</u>: Discussion on the proposed overall charge of £100 per day, it was thought that this cost will detract use of the hall by small community groups. An analysis (by SS) of events/functions, established that it would be more beneficial to charge an hourly rate. Weddings would remain at £25 per hour. Fund raising events to £10 ph. Committee room: (insert extract) • Chair asked for approval of proposed increases. All voted in favour to adopt charges with amendments discussed. • Jim suggested a period of time to introduce new charges and a review one year after increase. • Notification of increases which will apply from 1st September 2018: a/ New rates to be posted on hall webpage. b/ Clubs/regulars will be advised by email. c/ Events/functions: bookings already taken will be charged rates already quoted, new charges apply to new bookings. • Hall users will be advised that the increased charges are to address the future maintenance and refurbished costs to ensure that the hall meets the needs of all. 	All (App 1) SS EM AS SS All JF
7	<p>Summer Show:</p> <ul style="list-style-type: none"> • A 'checklist' was circulated detailing timings, duties etc for set-up and on show day. All paperwork in place, stewards allocated to judges, gifts purchased and in store. Set-up will be from 6.30pm on Friday. 	TM
8	<p>Risk Assessment:</p> <ul style="list-style-type: none"> • RA document for hall users, CL previously circulated copy to committee. (see Appendix 2) • Stage lights information to move to page 7. (currently in wrong place) • RA document will be issued to bookings for events. • Title on cover to read: 'Information Pack for Hirers'. Two laminated copies for hall. • Considered by all as 'an excellent document' and can go to print. 	SS (App 2) CL AS CL SS
9	<p>SCIO:</p> <ul style="list-style-type: none"> • Seoras reported that Macleod and MacCallum are working on the transfer of property title from Hall Trustees to SCIO. • Proposed date for AGM will be 30th January 2019, barring any complication on legal transfer of title. 	SS
10	<p>AOB:</p> <ul style="list-style-type: none"> • Seniors event: Will be held on 30th November 2018. Flyer to be displayed at the Summer show to 'save the date'. Jim suggested that the event could be sponsored by the builder of the new houses. • Suggestion by Cathy that a 'fundraising group' be established, Alison suggested that the 'friends of the hall' group may be interested in helping with fundraising. • Window in toilet – Angus and Jim will 'look at'. Sofits have been repaired (Jim). 	FM JF CL JF/AM
11	<p>Date of next meeting: Wednesday 12th September, 7pm at Committee Room, North Kessock Village Hall.</p>	All

12	Fire Alarm test: Alarm tested on 8 th August.	SS
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Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH