

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 11th January 2017 **Committee room, North Kessock Hall**

<u>ITEM</u>	<u>ACTION</u>
<p>Chairman welcomed all to meeting:</p> <p>Present: Seoras Swanson (SS); Trina McEwan (TM); Angus MacLean (AM); Helen Morrison (HM); Cathy Lush (CL). Later: Fiona McKay (FM).</p>	SS
<p>1 Apologies: Received from and Alison Swanson, Margaret Brown and Evelyn MacDougall.</p>	SS
<p>2 Minutes of last committee meeting – Minutes proposed by Helen, seconded by Angus.</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Item 4: Seoras has sent a ‘letter of thanks’ to Joe Lindsay re donation for defibrillator • Item 10: Seniors party – Kessock hotel, invoice to be paid; Kessock shop – paid. 	SS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • Full Treasurer’s Report (to end of December 2016) presented to committee. • In summary: Income for December £1,612.35. Expenditure - £1,778.86. • Invoices outstanding for 2016: £722.50. Liz has been following up outstanding invoices. 	HM LB
<p>5 Booking Secretary(s) Report(s):</p> <ul style="list-style-type: none"> • Events: (Alison via Seoras): Definition of ‘community event’ required – discussion on this item. Conclusion was, that the prospective booking has to define the community group when making the booking enquiry. 	Via SS
<p>6 SCIO:</p> <ul style="list-style-type: none"> • Original Trust Deeds – Seoras read out extracts from Deeds. • Advised by Graeme Watson, Trustee as follows: “ I think it sensible, if only for the limited liability benefits, but it would also provide a more appropriate structure for the current, and future operation of the hall facility” • We have had an email of support from hall Trustee. • Update from SS and CL at next meeting. 	SS

7	<p>Risk Assessment (hall):</p> <ul style="list-style-type: none"> • RA document (Nov 2016) circulated by MB, SS has updated the RA used for the Public License application. • Cathy has produced a draft RA template, which should be reviewed at the monthly meetings, to be an agenda item. • Discussion included: Highlighted risks to lone worker; storage - review; pest control – action. First Aid – to be reviewed. 	SS CL
8	<p>Kitchen & floor refurbishment:</p> <ul style="list-style-type: none"> • Kitchen: The main hall can be used during kitchen refit which will take place between Monday 23rd House. Roller door measured and ordered. • Floor: Refurbishment will be done between Saturday 28 by Premier Floors Group. • Clearing kitchen: All groups to clear their items by Friday 20. Hall committee to meet Sunday 22 Jan, 2pm to clear any remaining kitchen items. 	SS All
10	<p>AOB:</p> <ul style="list-style-type: none"> • Piano offer: General consensus is that we will not be taking up kind offer of piano. 	All
11	<p>Date of next meeting:</p>	All