

# NORTH KESSOCK VILLAGE HALL

## Minutes of Meeting held on 4<sup>th</sup> July 2018

### Committee room, North Kessock Village Hall, North Kessock

| <b>ITEM</b>   | <small>ACTION</small>    |
|---|--------------------------|
| <p><b>Chair welcomed all to meeting:</b> Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson; (AS); Helen Morrison (HM); Evelyn MacDougall (EM), Angus MacLean (AM), Jim Farquhar (JF), Cathy Lush (CL) and Fiona McKay (FM).</p>   | All                      |
| <p><b>1 Apologies:</b> None.</p>  |                          |
| <p><b>2 Approval of Minutes</b> – Minutes of 6th June approved. Proposed by Evelyn, seconded by Trina.</p>  | All                      |
| <p><b>3 Matters Arising:</b> - Item 4: A large electric bill has been received, Helen contacted the supplier, who reported bill as ‘not unusual’. A meter reading will be taken and given to the supplier, and future bills will be amended accordingly, to ensure that future Direct Debits taken will not impact on funds available. Item 8: Hall floor all issues have been resolved.</p>  | HM<br>AM                 |
| <p><b>4 Treasurer’s Report:</b></p> <ul style="list-style-type: none"> <li>• Reduced money owing to hall to £465.00 and we are addressing other outstanding bills.</li> <li>• Expenditure just above income, day to day business ongoing.</li> <li>• NKAA books closed and new NKVH accounts started, with advice on transition via Scottish government.</li> <li>• Roof repair bill still to be submitted as work not yet undertaken.</li> <li>• Jim asked about the timescale regarding the items raised in Donald MacRae’s report and followed up by Jim and Angus. Work priority and schedule to be planned.</li> </ul> | HM<br><br>SS<br>JF<br>SS |
| <p><b>5 Booking Secretary(s) Reports:</b></p> <ul style="list-style-type: none"> <li>• Regulars/Clubs: Nothing to report, as holiday period and no new booking enquiries received.</li> <li>• Events: Request for a memorial service, and wedding booking for June 2019 being progressed.</li> </ul>  | EM<br>AS                 |
| <p><b>6 Hall charges:</b></p> <ul style="list-style-type: none"> <li>• Apologies received regarding sending information re hall charges comparison, a draft has been produced.</li> <li>• Income remains at a level the same as five years ago - £2000+ per year in maintenance, with major expenditure every 4-5 years.</li> <li>• We need to investigate grant opportunities for funding and also consider increasing hall rental charges to cover future hall (maintenance and improvement) costs.</li> </ul>  | HM<br><br>JF             |

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|----|---|---|
| 7  | <p><b>Summer Show:</b></p> <ul style="list-style-type: none"> <li>Show schedule distribution: Helen has put 140 copies into North Kessock Primary School for distribution via pupils, other copies have been placed in: North Kessock hall; shop, Craft shop; Doctors Surgery; Killernan Church and Munro's Nursery. PDF to go onto hall website.</li> <li>Stewarding: Fruit/Vegetables: Seoras; Flowers – Evelyn; Baking/produce – Jim; Creative – Cathy.</li> <li>Set-up: All who can to meet at the hall 6.30pm on Friday 10<sup>th</sup> August.</li> </ul>   | HM<br>FM                                |
| 8  | <p><b>Risk Assessment:</b></p> <ul style="list-style-type: none"> <li>RA document for hall users, draft circulated to committee for comment.</li> <li>Suggestion that Disabled Parking signs to be erected. After discussion it was agreed to place DP signs (three) on main wall opposite car park.</li> <li>Diagram of hall rooms – for next meeting.</li> </ul>  | CL<br>JF                                |
| 9  | <p><b>SCIO:</b></p> <ul style="list-style-type: none"> <li>Seoras has contacted MacLeod and MacCallum to begin work on transfer of property from Property Trustees to SCIO. Membership application form for NKVH SCIO will be drafted</li> </ul>  | SS                                      |
| 10 | <p><b>AOB:</b></p> <ul style="list-style-type: none"> <li><b>Maintenance:</b> Jim and Angus reported back on maintenance issues – roof leaks need to be addressed and suggested a roof inspection (via drone) be investigated. Small maintenance issues could be handled 'in house'. Cathy suggested that the roofing contractor could report back on whole roof. Toilets – could look at a mechanical vent system and do a 'deep clean'. Cathy volunteered to steam clean toilets, she will liaise with Jim and Angus. Fire doors – application of sheet metal to be investigated. Maintenance report to be incorporated into 'action plan' for hall, document will be amended to include 'action' column.</li> <li><b>Keyholder:</b> We no longer have a keyholder, currently we give keysafe number to hall users, new system to be investigated.</li> </ul> | JF &<br>AM<br><br>CL<br>HM<br>SS<br>All |
| 11 | <p><b>Date of next meeting:</b> Wednesday 8<sup>th</sup> August, 7pm at North Kessock Village hall, (main hall) North Kessock.</p>  | All                                     |

Minutes approved

RGSwanson

Seoras Swanson – Chair NKVH