

NORTH KESSOCK VILLAGE HALL

Minutes of Meeting held on 6th June 2018

Committee room, North Kessock Village Hall, North Kessock

ITEM	<small>ACTION</small>
<p>Vice Chair Trina McEwan (TM) welcomed all to meeting: Present: Helen Morrison (HM); Angus MacLean (AM), Jim Farquhar (JF), Cathy Lush (CL). Fiona McKay arrived later.</p>	
<p>1 Apologies: Alison Swanson. George Swanson & Evelyn MacDougall.</p>	
<p>2 Approval of Minutes:</p> <ul style="list-style-type: none"> • Inaugural Board Minutes of 2.5.18 approved. Proposed by AM seconded by JF. • Minutes of closing meeting NKAA 2.5.18 approved. Proposed by TM seconded by AM. 	All
<p>3 Matters Arising;</p> <ul style="list-style-type: none"> • Hall charges. Agreed to defer to July 2018 meeting to allow further scoping of pricing structure options & discussion when the Chair would be present. There was a general discussion of the need to be able to have sufficient income to fund general wear & tear as well as upgrades as required. 	All
<p>4 Treasurer's Report:</p> <ul style="list-style-type: none"> • Full report presented to meeting. • Expenditure exceeded income in May 18. One payment of £2,038 for light & heating was noted. There had been a change in energy supplier (a government scheme delivering lower rates for voluntary organisations) and clarification would be sought re the payment plan. • Good progress reported with payment of outstanding invoices with monies owed now standing at £731 (compared to £1,287) in April 2018. Ongoing targeted support being applied as required to further reduce this. • Continuing review of financial trends underway and this will inform the review of charging structure to ensure an appropriate level of financial headway is in place for funding planned & unplanned maintenance of the Hall. 	HM
<p>5 Booking Secretary(s) Reports:</p> <ul style="list-style-type: none"> • Deferred to July 2018 meeting. 	
<p>6 Hall charges</p> <ul style="list-style-type: none"> • A paper will be circulated prior to the next meeting to inform discussion and options. 	HM

7	<p>Summer Show 11.8.18.</p> <ul style="list-style-type: none"> • A copy of the draft programme was circulated. • Flower judges to be confirmed. • Minor presentational adjustments to programme required before putting it on the website & printing. • To collect from printers. • To liaise with school to enable circulation prior to end of term. • To liaise with TM re other distribution. 	<p>TM TM FM HM HM</p>
8	<p>Risk Management Plan</p> <ul style="list-style-type: none"> • Update & circulated prior to meeting to include financial & damage risks to users & stakeholders. Operational Manual now available for key committee members. • Outstanding issue re hall floor & dancers to be clarified at next meeting • Manual /information pack under development for hall users. 	<p>CL CL CL</p>
9	<p>SCIO</p> <ul style="list-style-type: none"> • Clarification currently being sought re legal framework of closing the previous organisation & the birth of the new one and any implications for the AGM. • Change of bank account name now complete. • Outstanding clarification on technicalities of recording /reporting closing /opening balances of NKAA & NKVH awaited. 	<p>HM HM HM</p>
10	<p>AOCB</p> <ul style="list-style-type: none"> • Mrs Fairie's seat was now in place and thanks given to JF & AM for installing it. • Maintenance projects. JF & AM to meet to prepare an initial priority list of works for further discussion & to inform review of charging structure. AM was exploring funding options for the toilets but it was agreed this should be on hold until the committee had had an opportunity to prioritise the most urgent works. 	<p>J F / AM</p>
11	<p>Date of next meeting: Wednesday 4th July 2018 at 8 Bellfield Road, North Kessock.</p>	<p>All</p>

Minutes approved

C. M. McEwan

Trina McEwan – Vice Chair NKVH