

NORTH KESSOCK AMENITIES ASSOCIATION

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

<u>ITEM</u>	<u>ACTIO N</u>
<p>Chairman welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Helen Morrison (HM); Cathy Lush (CL); Margaret Brown (MB); Evelyn MacDougall (EM); Fiona McKay (FM)</p>	SS
<p>1 Apologies: Doreen, Alison and Angus.</p>	SS
<p>2 Approval of Minutes– proposed by Helen, and seconded by Evelyn.</p>	All
<p>3 Matters Arising: Item 6: Booking secretary(s): Job share (Evelyn and Cathy) is not practicable - Evelyn will be taking forward regular bookings duties. Updating of minutes on website – now being addressed.</p>	All
<p>4 Treasurer’s Report: Full accounts submitted for January and February: Summaries:</p> <ul style="list-style-type: none"> • January: Transactions (in and out) relate to work undertaken on hall refurbishment. Money outstanding to be followed up. Discussion on hall invoice ‘payments procedure’. • February: Income for month £1,363.33; expenditure £1,730.61. Expenses included: heating bills/repair and Christmas party catering payment. 	HM
<p>5 Booking Secretary(s) Reports: Clubs/Regulars - Evelyn reported:</p> <ul style="list-style-type: none"> • Car club have cancelled future dates, duly noted in hall bookings diary. <p>Events – Seoras reported for Alison:</p> <ul style="list-style-type: none"> • Booking made by Residents Association • A regular Saturday booking due to finish at 1pm, will be informed that the hall needs to be vacated promptly, as a booking follows at 1.30pm. • Humanist funerals: Procedures and requirements to accommodate humanist funerals, to be checked out with appropriate governing bodies and authorities. 	EM SS
<p>6 Kitchen project/Hall floor:</p> <ul style="list-style-type: none"> • Kitchen ‘snagging’ includes: waste bins and roller door lock. • Threshold into store to be lowered. • SS has met with representative from County dancers re use of ‘non slip’ material on floor, issue will be addressed by them. • Notice to be displayed re ‘No under 16 year olds’ allowed in the kitchen. • Child locks to be applied to doors under sink. 	SS

7	<p>SCIO:</p> <ul style="list-style-type: none"> • SS has met with MacLeod and McCallum solicitor who advised on the following: <ol style="list-style-type: none"> 1. To convert to SCIO 2. Keeping same charity number 3. Draft new constitution 4. Transfer of Title (Title to hall and Title to car park) 5. We need to hold an EGM or at AGM to amend existing constitution (clause 13) • SS met with Sandra Hogg, SCVO, Funding Scotland Information and Engagement Officer. Advised that the drafting of documentation – we can do ourselves, Transfer of Title will need to be done by a solicitor. SS will be progressing this project. 	SS
8	<p>Risk Assessment: Cath reported on progress re updating hall Risk Assessment.</p> <ul style="list-style-type: none"> • Fire Alarm – to be checked monthly (to go on agenda). • Electrical: Full inspection every three years. • Hazardous substances: - checked weekly – cleaner • Food hygiene: Training completed by: Margaret, Seoras and Alison. 	CL
9	<p>AOB:</p> <ul style="list-style-type: none"> • Cleaner/caretaker: Job description – Full duties detailed. Draft to be circulated to all • Minutes to be emailed to Fiona for updated website. 	All
10	<p>Date of next meeting: Wednesday 12 April, 7.00pm, NK hall.</p>	All