

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 3rd May 2017 **Committee room, North Kessock Hall**

<u>ITEM</u>	<u>ACTION</u>
<p>Chairman welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Alison Swanson (AS); Evelyn MacDougall (EM); Cathy Lush (CL); Margaret Brown (MB); Fiona McKay (FM).</p>	
<p>1 Apologies: Doreen Murray, Angus MacLean and Helen Morrison.</p>	SS
<p>2 Approval of Minutes– Fiona McKay to be added to attendees, thereafter minutes approved - proposed by Evelyn, and seconded by Alison.</p>	All
<p>3 Matters Arising: Item 9 – Public Entertainment License to be displayed in hall.</p>	SS
<p>4 Treasurer’s Report: Deferred till June meeting.</p>	SS
<p>5 Booking Secretary(s) Reports: Clubs/Regulars - Evelyn reported:</p> <ul style="list-style-type: none"> • Three new regular booking received. Love food workshop – 17 disposal covered by our waste contract. All bookings to sign standard booking forms. <p>Events – Alison reported:</p> <ul style="list-style-type: none"> • Key holder/location of key: Suggestion to ‘take on’ a key holder/caretaker (non committee person) to enable access to hall for hall users – costings and work involved to be considered by all for next meeting. • Fracking play poster to be displayed and Seagull Trust craft fair. 	EM AS
<p>6 Kitchen project/Hall floor:</p> <ul style="list-style-type: none"> • Hall floor: Committee inspected hall floor repair. • Boiler room inspection: Dust may have come from gap which has now been sealed. ‘Boiler reset instructions’ to be written and displayed. 	All SS
<p>7 SCIO:</p> <ul style="list-style-type: none"> • Seoras sent an email to Corra Irwin, MacLeod & McCallum (M&M), to advise that we have been talking to SCVO and will require M&M to act in the transfer of Title and will be in touch in this regard. • Seoras emailed OSCAR to change our charity status from ‘Unincorporated’ to SCIO. We will be taking advice from SCVO on this matter. • Provisional AGM date set for Tuesday 3 	SS SS All FM

8	<p>Risk Assessment: Cathy reported:</p> <ul style="list-style-type: none"> • Fire – (MacGregor’s) Reports after inspection now to be kept in committee room filing cabinet. • Electrical: Electric inspection (every three years) – recorded as part of the PEL application. • Wear and tear: Reported by users. • Cooker instructions: To be done and displayed. • Plug covers: To be fitted and socket by hall door installed. • Storage/Food hygiene/Lone working • Trips and falls: “ “ safe working from heights • RA document to be amended (CL) and sent to Chair. 	CL SS CL
9	<p>AOB:</p> <ul style="list-style-type: none"> • Availability of committee in May. • Doreen has submitted her resignation from the hall committee 	All SS
10	<p>Date of next meeting:</p>	All
11	<p>Fire Alarm: Test undertaken prior to the meeting.</p>	SS