

NORTH KESSOCK AMENITIES ASSOCIATION

Minutes of Meeting held on 27th September 2017 **Committee room, North Kessock Hall**

<u>ITEM</u>	<small>ACTION</small>
<p>Chair welcomed all to meeting: Present: Seoras Swanson (SS); Trina McEwan (TM); Helen Morrison; Alison Swanson; Evelyn MacDougall (EM); Cathy Lush (CL); Angus MacLean (AM); Margaret Brown and Fiona McKay (FM).</p>	
<p>1 Apologies: None</p>	SS
<p>2 Approval of Minutes –</p>	All
<p>3 Matters Arising:</p> <ul style="list-style-type: none"> • Item 10: Bottle re-cycle bins relocation. Bins will be moved to the site already included in the approved plans for the community garden. 	SS
<p>4 Treasurer’s Report:</p> <ul style="list-style-type: none"> • ‘End of Year’ Report – key points presented to committee. Differences in spread sheet income to be reviewed before AGM. • Expenditure included major costs e.g. kitchen and hall floor refurbishment. Suggestion for a ‘programme of maintenance’ to allow for costs and contingencies for repairs and improvements. To be addressed at a future meeting, and will need to include responsibilities and resourcing. 	HM
<p>5 & (7) Booking Secretary(s) Reports: (also Agenda item 7 - Teen party bookings)</p> <ul style="list-style-type: none"> • Recent event/hall damage. Suggestions to avoid this situation at future events included: a/ to raise to hall booking age to 21. (Cathy will check out age stipulation). b/ Require six stewards to be present. c/ Fundraising requests – request a ‘letter of support’ from relevant charity/school etc. Proposals agreed by all present. • Event bookings are ‘on hold’ at present till after the AGM. • Three new regular bookings received. 	AS EM
<p>6 Hall roof:</p> <ul style="list-style-type: none"> • MacLeod Roofing have been working on repairs (cement and nail holes). • There is a recurrent leak in the roof above ladies toilet. After investigation, a drainage downpipe will be installed to take water from the roof gutter into the drainage system in the toilet. 	SS
<p>7 Teen party bookings – covered at item 5</p>	All
<p>8 AGM:</p> <ul style="list-style-type: none"> • Seoras gave draft presentation to committee. • Doreen Murray to be added to attendees. Attendees sheet to be done for this years’ AGM. • Letters of support (change to SCIO) have been received from a members of the community. • AGM set-up – from 7pm on Tuesday 3 	SS TM SS All

9	<p>Risk Assessment:</p> <ul style="list-style-type: none"> • Draft copies circulated to all by email prior to meeting. Discussion followed, points covered: • Trips and falls (anti slip dressing on hall floor issue) – link to guidance notes to be referred to relevant group(s); Lone working – contractors (replace); Inspection window in boiler room – photo and copy required for manual; Flying the flag – photo change/update. 	CL
10	<p>AOB Access system:</p> <ul style="list-style-type: none"> • Keyholder/access options discussed. Quotes for a keypad/digital system have been requested from: Barnie – quote TBC; Northern Security - £3,440; MacGregor Supplies - £3,050 (both+ Vat. • CCTV camera system, to be looked at again after AGM. • IT ‘drop in’ evening request. Clarification of guidelines, use of partner WiFi etc. • Fortrose hall – request for information Kessock hall management/funding etc. Invitation will be extended to Fortrose hall group, to attend a meeting after the AGM. 	SS AS All AS
11	<p>Dates of next meeting:</p> <ul style="list-style-type: none"> • AGM - Tuesday 3 	All
12	<p>Fire Alarm:</p>	SS