

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 16^h April 2012

1 Members Present:

R Livingston (RL),
J Pollard (JP),
S Hogg (SH),
A MacGillivray (AMac),
A Morrison (AM),

W Williamson (WW),
D Knox (DK),
T Jones (TJ)

2 Apologies:

K Macdonald (KM),

3 Minutes of 11th March 2012

Proposed by AM and seconded by TJ.

3.1 Matters arising

3.1.1 5. Online banking

SH reported that this was still being dealt with.

3.1.2 6.3. Delegation of authority

SH reported that following discussions this would now form part of the broader Financial Controls Policy which was being drawn up.

3.1.3 6.4 Disabled Parking Bay

DK reported that he had talked to the relevant person at Highland Council and that no further action was required.

3.1.4 7.2 Toilet seat in the changing room

TJ reported that there were two toilet seats requiring replacement and that this was still to be done.

3.1.5 7.5 Youth Club

There had been no further action on this matter and it was still on-going.

4 Safety issues.

No issues were raised.

5 Treasurers Report

SH tabled the monthly Treasurer's report. The items of note were that the expenditure on Insurance had risen to £847 from £650 for the previous year. This was due to a number of factors, including the MUGA and PV Panels, but still represented the best value deal available.

Further income from grants for the KCF Project, totalling £10,000 (being £5,000 from Garfield Weston and £5,000 from the Highland Council Discretionary Fund) had been received.

6 Action Points

6.1 Kirkhill Centre Forward

AM updated the committee on the progress of the Kirkhill Centre Forward project.

A meeting of the KCF Sub-committee had been held on the 4th April. The Building Warrant Application had been submitted and returned with a number of points for clarification. It was expected that these would be addressed and the Building Warrant would be granted within 2-3 weeks.

The timetable of events for the project were discussed, with tenders being issued by the beginning of May and returned by the end of May.

The Climate Challenge Fund Grant of £53,476 and the loan facility of £20,000 from Highland Opportunity Limited had been approved. The LEADER grant application had cleared the first hurdle and was due to be considered on 27th April.

The figures from the design team showed that the total cost for the project, including VAT and professional fees, would be in the region of £305,000.

The bid selection process was discussed and it was expected that the lowest 5 or 6 bids would be filtered down to 3 for consideration by the QS. This process may take the appointment of the main contractor into the beginning of June and, as a result, the 18th June date for work to start may slip by a couple of weeks. As the work was expected to take 14 weeks, it was thought that the centre would not re-open until after the end of the school holidays in October.

A decision on the fittings and finish for the interior of the centre was to be made later.

AM suggested that he approach the HMRC to determine if the project would be subject to VAT as the assumption to date had been that this would be the case. It was agreed that he should do so.

6.2 Gala update

AMac reported that the next meeting of the Gala Sub-committee would take place on the 17th April. Tickets for the pre-Gala Dance on the 28th April were available and that anyone wanting tickets should approach her or Lorraine MacLeod.

A falconry and gun-dog displays had been already booked for Gala Day as had both the main band and a number of local groups.

SH asked for an outline of the budgeted expenditure for Gala Week. It was agreed that a £500 float be provided.

The issue of PRS and PPL was raised. RL is to investigate what was required.

WW would contact Highland Council to arrange for the grass to be cut prior to Gala Day.

As for last year, 22 bins would be provided by the council for rubbish. These would be delivered before Gala Day and collected afterwards.

The provision of portable toilets was still being investigated.

7 AOCB

7.1 MUGA

It was reported that the keys for the MUGA were being left out and the gate sometimes left open. The situation will be monitored to see if this continues.

7.2 Tractor

It was reported that there was a fuse which kept blowing on the MUGA tractor. It was thought that the warranty may have expired. KM is to investigate.

7.3 Quad Bike

It had been reported that a quad bike had been driven on the football pitch. Mrs Margaret Birkbeck will keep an eye on the situation and report any re-occurrence.

7.4 Football pitch

The football pitch was in a very poor condition with drainage issues. The drains need to be checked for blockages and the surface aerated. KM is to investigate.

7.5 SCVO Awards

SH tabled a document concerning the Keystone Quality Awards, a resource to improve the management of community halls in Scotland. It was agreed that the KDA should sign up for these. SH is to investigate further.

8 Date of Next Meeting

21st May 2012 at 7:30pm in the Community Centre.