Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 9th September 2013

1 Attendance

1.1 Members Present

K MacDonald (KM) - Chair,
D Knox (DK),
W Williamson (WW),
A Morrison (AM),
A MacGillivray (AMac)
K Horne (KH)
I MacLeod (IM)
I MacLean (IMac)

1.2 Apologies

S Hogg,
D Courts

2 Minutes

2.1 Proposed/Seconded

Proposed by AM and seconded by WW.

3 Safety

3.1 Fire Alarm Testing

Fire alarm testing had been carried out by KM and AM. The fire alarm test log is kept in the drawer by the oven in the kitchen

3.2 Paving

The paving on the path to the car park was in a poor condition but was not considered a trip hazard.

4 Treasurer's Report

The Treasurer was not present and she had intimated that the annual accounts would be presented at the next meeting.

5 KCF Project

AM presented a report on the progress of the KCF Project.

5.1 Finances

The interim valuation agreed with the contractor had been paid so that the grant application could be submitted to LEADER. R&R were to meet with GA Barnies to agree the outstanding sums. The amendments to the grant application concerning the project dates had been submitted to LEADER. These would not go past the end of November.

There was some concern expressed that the loan from Highland Council to cover the period between payment of invoices and collection of the grant from LEADER was due and that this money would not be available to other.

5.2 Work Outstanding

5.2.1 GA Barnies demonstration

GA Barnies demonstrated the operation of the various systems to AM. He noted the following:

The green light on the lights indicated that the emergency lights were working

The blue flashing lights indicated that the emergency cord in the disabled toilet had been pulled

The fire alarm sounder box would indicate in which zone the alarm had been triggered. An indicator in the ceiling would show the location of any alarm in the roof space.

5.2.2 Operator Manuals

These were still outstanding and were believed to be with RIBKA for checking.

5.2.3 Hot water heater

Contrary to the understanding, the water heater was powered by electricity, not gas. The switches were located in the stage area and fitting a timer was being considered.

5.2.4 Drainage in the changing area

GA Barnies had though that the drainage problem had been fixed but this was the case. As far as they were concerned, it was now the responsibility of R&R.

5.2.5 Other defects

As previously noted, there was still a long list of issues outstanding. The deadline date for the project retention was 25th October.

5.3 Sound Equipment

AMac will discuss the removal or storage of this with the owner.

5.4 Accoustics

AM had received a quotation of £3300 to install acoustic tiles to address issues with the Main Hall. It was felt that this was a lot to spend while the KCF project was still underway and that any work on this should wait until the project was completed and paid for.

6 AOCB

6.1 Keys

The Orrin Dancers had been issued keys for the cupboard in the Williamson Room.

AM has spare Master and Main Door keys.

6.2 Broadband

DK reported that BT broadband had been installed. AM is to source a small cupboard for the equipment.

There was currently no policy on usage. There was no code required for the wi-fi and the committee would monitor usage to see how it was being used.

6.3 User Maintenance Log

AM has prepared a log for users to report issues.

6.4 Accident Book

AMac will source an Accident Book to record any accidents.

6.5 Fire Action Plan

KM will discuss drawing up such a plan with SH.

6.6 Picnic Table

Despite hopes that the picnic table could be repaired, it had deteriorated beyond that and KH would arrange for it to be removed.

User Guide

SH had prepared a draft User Guide but it would require further work before it would be ready. AM will progress this further.

Defibrillator

AM had circulated an email regarding a defibrillator. The church were willing to supply one for the community but required somewhere to locate it where it would be easily accessible if required.

The committee agreed to install this on the outside of the Community Centre. An electrician would be required to install it and AM would approach the church to see if they would be willing to contribute towards the installation costs.

6.7 Thanks

WW expressed her gratitude for the flowers marking her recent birthday.

7 Date of Next Meeting

The next meeting will be held on the 28th October at 7:30 in the Williamson Room in the Community Centre.