

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 24th February 2014

1 Attendance

1.1 Members Present

S Hogg (SH) - Chair,
D Knox (DK),
I MacLeod (IM),

W Williamson (WW),
A Morrison (AM),
Erik Lundberg (EL)

1.2 Apologies

K MacDonald (KM),
D Courts (DC)

2 Minutes

2.1 Factual Amendments

2.1.1 6. Date of Next Meeting

The Date of Next Meeting is 24th February, not 22th.

2.2 Matters Arising

2.2.1 2. Election of Office Bearers

SH was to continue in an acting role until a full-time Treasurer could be found. All members are asked to think of anyone who might be suitable and willing to fill this position.

2.2.2 5.3 SCIO

A meeting with the Kirkhill and Bunchrew Community Trust had been arranged for Monday 10th March at 8:00pm in the Williamson Room to discuss future options for the two bodies to which all members were invited.

2.2.3 5.4 Maintenance

AM circulated an updated budget for the on-going work to the Centre. He indicated that there were significant savings on the previous budget due to plumbing and electrical work not being required. The result of this was that the changes to the Main Hall light switching, which had been excluded on grounds of cost, could now be afforded. It was agreed to proceed with this work AM will obtain quotes for the work and also enquire about installing ambient lighting in the Main Hall.

SH is to investigate the possibility of getting Community Service to carry out the additional work to install steps to the field, pave the gable end of the Centre and address the paint work required.

The gazebos required for the Gala were to be purchased by the Gala Sub-committee.

The cowl for the vent on the rear of the Centre was due to be fitted within the next two weeks.

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Charity registered in Scotland No. SC012797

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EL suggested that shoes be fitted to the downpipes to allow the easier clearing of blockages. He also suggested that slot drain or gully was required for the area by the fire door to allow the water to drain away.

2.2.4 5.5 AV Instructions

AM reported that these were now available on laminated sheets for users who were using the AV equipment.

2.2.5 5.6 Website

After some discussion, it was agreed that there should be a calendar on the website to show regular bookings and any sufficiently advanced bookings that had been made. This calendar would need to be updated regularly and EL suggested that he could do this on a monthly basis. SH will investigate the technologies available.

2.3 Proposed/Seconded

Proposed by AM and seconded by EL.

3 Safety

3.1 Risk Assessments

A Risk Assessment and a Fire Risk Assessment for the Centre were required to be carried out as soon as possible. It was agreed that the Chairman was the best person to organise this and DK agreed to inform him of this.

3.2 Fire Extinguisher Inspections

SH agreed to investigate a maintenance contract for the fire extinguishers.

3.3 Fire Alarm Review

AM agreed to organise a contract to maintain and review the fire alarm system.

3.4 Boiler Maintenance

AM agreed to organise a contract to maintain the gas boiler.

3.5 Maintenance Schedule

SH agreed to draw up a maintenance schedule for the centre to ensure all the necessary servicing and reviews were carried out at regular intervals.

4 Treasurer's Report

SH, in her capacity as Acting Treasurer, presented the monthly financial report.

She reported that the LEADER Grant had now been received in full. Additionally, rental income was lower than expected but there was still money to be received and banked.

5 AOCB

5.1 Field Drainage

EL asked if the committee had a plan to improve the drainage on the sports field. He was told that this was the next large scale project and that AM had discussed this with KM. Apparently, the drainage had become worse since the building of houses to the back of the field and that digging a French drain might radically improve the situation. A new drainage pipe was due to be installed on property adjacent to the sports field. EL will discuss the possibility of allowing for a new drain from the field to join up with this.

5.2 Park Benches

EL reported that the Kirkhill & Bunchrew Community Trust were to install memorial benches in the park and that, consequently, the existing benches would be surplus to requirements. He asked if the KDAA would like them for the sports field. After some discussion, it was felt that they would be better placed next to the MUGA. EL would report the KDAA's wishes back to the Trust.

5.3 Letter from the Primary School

DK read out a letter of thanks that had been received from the Primary School for the donation to the Christmas Fair.

5.4 John O'Groats- Land's End Walk

DK reported that he had received a request for accommodation from a Scout Group walking from John O'Groats to Land's End. It was agreed that the Community Centre and sports field would be made available to them, if required.

5.5 Waste & Recycling Regulations

SH reported that the new regulations requiring all businesses, including charities, to recycle waste meant that the Centre would need recycling facilities for users within the building.

Two requirements were identified:

Day-to-day usage for regular users

Events

Possible space for bins was identified in the kitchen but alternative sites will need to be found to ensure the Centre users make use of them.

There will be a need to inform users of the facilities and SH suggested that the Hall Users Handbook should include this. Additionally, there should be mention of it on the Conditions of Let.

5.6 Energy Conservation Awareness Event

As a condition of the Climate Challenge Fund grant, the KDAA is required to hold an event to promote energy conservation to the community. It had been decided that the most suitable occasion for this would be on Gala Day and that SH would discuss this with Archie Prentice.

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6 Date of Next Meeting

The next meeting will be held following the AGM on Monday 14th April 2014 at 7:30pm in the Williamson Room in the Community Centre.