

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday, 3 August 2015

1 Attendance

1.1 Members Present

Alasdair Morrison (AM) - Chair
David Knox (DK),
Erik Lundberg (EL),
Wilma Williamson (WW),

Sandra Hogg (SH),
Alistair Norrie (AN)

1.2 Apologies

Isobel Macleod (IM)

2 Minutes

2.1 Proposed/Seconded

Proposed by AN and seconded by SH.

2.2 Matters Arising

2.2.1 Risk Assessment

AM reported that this had yet to take place. AN would chase up with the person involved.

2.2.2 Hand Towels

AM reported that he had been quoted a price in the region of £30 for six additional adaptors for the towel dispensers. As seven were required and it had been expected that these would be free of charge, he had questioned this and was waiting to hear back from the supplier.

2.2.3 PA System

AM reported that the PA system loaned by Paul Haigh was now securely stored in the cupboard beside the stage but the speakers were to be stored behind the curtains on the stage. There was also a box of microphone stands and cables on the stage but these could be moved into the cupboard if necessary.

SH pointed out that this equipment would not be covered by the KDAAS insurance. AM replied that he thought Paul Haigh had his own insurance for his equipment.

2.2.4 Williamson Room

AM reported that there was a key for the Williamson Room in the key safe at the reception.

2.2.5 Dog Waste Bags

EL had refreshed the supply of dog waste bags at reception. These were received free of charge from Highland Council.

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2.2.6 Hall Cleaner

2.2.6.1 Remuneration

SH reported that the Retail Price Index was currently at 0% for the year and therefore proposed that the cleaner's remuneration should remain at the current level.

It was agreed to do this.

2.2.6.2 Contract

The cleaner's contract will need to be changed to be with the KCC as of 1st September. DK is to draw up the amended contract for signing.

3 Treasurer's Report

3.1 Management Accounts

SH presented the monthly management accounts.

Hall bookings were close to budget but the MUGA bookings were down; this was mainly due to a drop in usage by the shinty clubs and a drop in the number of tennis memberships.

After taking the reserves into account, there was a projected surplus in the region of £5100 for the year.

3.2 Maintenance Budget

SH circulated the accounts for maintenance. This showed an over-spend of approximately £250, mainly due to extra spending on the circulator pump.

4 Hall Let Charges

4.1 Review

SH circulated the forecasts for the annual income and expenditure, less fundraising and Gala Week.

From these figures, she proposed that the hall let charges should remain at the current levels for the coming year.

AM raised the point that there was a potential of incurring expenditure on an online booking system sometime in the future. As this would only come to a small annual amount, it was felt that this was not a significant risk.

EL asked if the proposed income would still result in the reserves policy being met. SH reassured him that, as the Gala Week income had not been included in these calculations, the reserves would continue to be built up from income from fundraising and Gala Week.

It was agreed to keep the hall rates at the current level.

4.2 Setup Time

As had been agreed at the previous meeting, the subject of setup and clear up time for bookings was discussed. WW reported that she had not experienced any problems with

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users. It was agreed that the current policy of allowing the Booking Secretary flexibility to arrange bookings so that there was minimal conflict was working well and that it should continue at her discretion.

5 SCIO

Invoicing had from KCC commenced and the income was being banked into the new KCC account

6 Gala

There was no-one from the Gala Sub-committee present and no business was raised.

7 Regular Items

7.1 Maintenance

7.1.1 Hall Floor

AM reported that the hall floor had been re-coated and sealed and was looking good.

7.1.2 Fence Posts

WW had asked if the new fence posts should be painted. EL replied that there was no need to paint them so it was decided to not do so.

7.1.3 Hut Demolition

It was agreed that AM, EL, WW and DK would meet to demolish the hut on 10th August at 9:30am.

7.1.4 Pillars at Porch

AM reported that a quote had been received for the work from Billy Horne. There was still some doubt about the exact specification and further clarification would be sought before agreeing to the work. The cost would need to be included in the coming year's budget.

7.1.5 Weed killer

AM reported that he had applied weed killer around the car park, gas tank and hall but the effects were yet to be seen.

7.1.6 Clean up of Recycling Area

The area around the recycling bins would need to be cleared up now that the bins had been moved. It was agreed that this would take place on 29th August at 10:00am, weather dependant. EL would arrange for materials to carry this out.

7.1.7 Container

EL is to seek a quote for repainting the white container in the car park.

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7.1.8 Broadband

The broadband had not been working in the hall since a storm earlier the previous month. DK is to investigate and contact BT if a replacement router is required. SH is to provide him with the account details.

7.2 Safety

No issues were raised.

7.3 Action Calendar

There were no outstanding items.

8 Sports Field Drainage Project

EL reported that there was a meeting due to be held with Sport Scotland to discuss the project and funding for it. He would report back after this meeting had taken place.

9 KDAE Email

AM raised a concern that email to the kdaa@kirkhillandbunchrew.co.uk account might not be being read or actioned. The recipients of this email are:

Chair
Vice-chair
Treasurer
Secretary

It was agreed that these people would keep an eye on the email and that they would reply to anything pertinent to them.

10 Hub/Shop Project

EL reported that over 190 replies had been received for the survey and that this data would be used to guide the recommendations for the location and nature of the hub/shop. He stated that the Community Centre was not a favoured location, due to access issues.

11 School Parking

EL reported that there had been no progress over the school holidays but there was no support in the Parent Council for using the Centre car park.

12 AOCB

12.1 Chairs

WW reported that she had been approached for a loan of 60 chairs for a fundraising function at Balblair on 14 September. It was agreed that the request should be granted and that the KDAA would ask for a donation in return for the use of the chairs.

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12.2 By-election

WW reported that there would be a council by-election on 8 October and that the Centre would be used as a polling station that day.

13 Date of Next Meeting

The next meeting will be held on Wednesday 2nd September 2015 at 7:45pm in the Williamson Room in the Community Centre.