

KIRKHILL COMMUNITY CENTRE
Meeting Of The Board Of Trustees
Wednesday, 2 September 2015

1 Attendance

1.1 Members Present

Alasdair Morrison (AM) - Chair
Ken Macdonald (KM)
Erik Lundberg (EL),
Wilma Williamson (WW),

Sandra Hogg (SH),
Alistair Norrie (AN)

1.2 Apologies

Dave Knox (DK)

2 Minutes

2.1 Proposed/Seconded

The minutes of the meeting on 3rd August were approved.

3 Matters Arising

3.1: Risk Assessment Review carried out by Sally at CDMM. Outcomes to be discussed under 10.1 below.

3.2: Hand towel dispenser inserts received and fitted.

3.3: Cleaner's contract review. It is understood that DK has completed the review.

3.4: Hall Let Charges – AM reported to Rockskool on the committee decision not to increase their room rental and the requirement to reduce their clear-up time.

4 Treasurer's Report

Management accounts circulated and reviewed. SH reported that trading was better than the budgeted figures. SH to circulate corrected accounts tonight.

5 Bank Account

On-line access to the bank account has been set-up for AM, SH and DK.

6 Asset Transfer

AM signed the disposition to transfer the fixed assets from the KDAA to KCC. The property now belongs to the KCC-Appendix attached. Noted that the KDAA has transferred the moveable assets to the KCC – appendix attached.

7 Email Address

DK to ask Fergus Weir to change the email to KCC@kirkhillandbunchrew.org.uk.

8 Maintenance

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Last Saturday the carpark was cleaned up and the tennis hut emptied and removed. EL to put the benches and table on Freecycle.

The ground below the hut has no tarmac finish and is lower than the surrounding surface presenting a safety issue. It is to be tarmacked over when the car park entrance is repaired. KM to remove the concrete block supports for the hut.

A price for painting the MUGA container has been obtained for £380+VAT, 576+VAT for the football container. KM to obtain a second quote. Agreed to paint both containers dark green. Hole in roof of MUGA container to be repaired during the work.

EL to arrange for the glass bins to be returned to their original position on the next emptying cycle.

The Broadband connection has been re-established.

9 Maintenance Budget for 2015-16

The principal budget items were reviewed. AM to circulate a budget including maintenance items for the next meeting.

EL to contact the contractor to confirm the timescale for the tarmac repairs and a price for the hut base then get approval from AM to proceed.

10 Health and Safety

No health and safety issues were reported.

The Fire Risk Assessment Review by CDMM was reviewed and noted to be very thorough. Break Glass instructions are required at Capp Points. Assembly point maps and location arrows are required. AN to ask CDMM to provide the maps based on plans provided by AM. Clean dust off radiators and the stage curtain rail – 2-person job. User handbook to be finalised. Thumb-turn lock on the Chair Store/Williamson room door to be moved to the Chair Store side.

11 Action Calendar

Fire detection system inspection to be carried out on 14th September.

12 Membership

DK to invite representatives of the user groups to join the KCC.

13 Policies and Procedures

13.1 Data Protection Policy

Draft Data Protection Policy circulated at the last meeting was reviewed. Trustees to ask users' permission to hold contact information. When sending emails Trustees should not CC lists of names but use BCC. KCC has cloud storage capacity with Google. Policy reviewed and amended. SH to circulate the revised policy for the next meeting.

13.2 Policy Updates

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The other policies in place are 1) Child protection Policy, 2) Equal Opportunities Policy, 3) Cash Handling Policy, 4) Fire Policy, 5) Health & Safety Policy. Wording of the policies to be updated by SH to reflect the change to KCC.

14 Sports Field Project

EL and AM to meet Sarah Robertson from Sport Scotland on 14th September to discuss the project and possible grant assistance.

15 AOCB

15.1 A secure letterbox is to be considered at the next meeting.

15.2 SH to circulate the draft User Handbook for the next meeting.

15.3 The Fiona Macrae wedding booking want a second fridge in the Williamson Room – WW to agree a location with them. Items they are unable to remove from the Hall on the Saturday night could be moved to the Williamson room for uplift on the Sunday. Rockskool are in the Hall from 10am on Sunday.

16 Date of Next Meeting

The next meeting will be held on a Monday 5th October, 7.30pm in the Williamson Room in the Community Centre.