

KIRKHILL COMMUNITY CENTRE
Meeting Of The Board Of Trustees
Monday, 2 November 2015

1 Attendance

1.1 Members Present

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

Kenny Macdonald (KM)
Alistair Norrie (AN)

1.2 Apologies

None

2 Minutes

2.1 Factual Amendments

SH enquired if Kay Horne and Izzy Maclean had agreed to become trustees of the KCC.
DK would clarify the situation.

2.2 Acceptance

Proposed by AN, seconded by SH.

2.3 Matters Arising

2.3.1 Post Box

SH reported that she had still to organise this.

2.3.2 Email Address

DK reported that the change to the email address had been implemented.

2.3.3 Teapots

AM reported that Arabic teapots had been purchased for the kitchen. WW had not heard how they had been received by the WRI.

2.3.4 Senior Citizens Party

This would take place on 5th December.

2.3.5 Cleaner's Contract

DK had not yet heard anything from the cleaner regarding the contract. WW would follow this up.

2.3.6 Gala

AM reported that a meeting to discuss the future of the Gala was to be held on 23rd November at 7:30 in the Williamson Room. All trustees should make an effort to attend. SH would publicise this on social media.

3 Treasurer's Report

3.1 Monthly accounts

SH circulated the monthly management accounts for the KCC. There was little to report except that the amount spent on Gas would increase as the tank would need to be refilled. It was below 35% full and SH would organise the refill.

3.2 Hall Charges

AM reported that he had been asked by the school what charges were made for the school's use of the Community Centre. It was confirmed that the local club rate would apply to fundraising events and the normal full rate for social gatherings.

3.3 KDAA Bank Account

SH reported that she had drafted a letter authorising closure of the KDAA bank account and transfer of any remaining money to the KCC. This was approved by the board and duly signed by DK.

3.4 Ward Discretionary Hall Fund

SH reported that she was applying to the fund for the annual grant of £1000. This application was approved by the board

4 Policy Documents

SH had previously circulated drafts of the policy documents which required to be updated to reflect the change to the KCC.

4.1 Equal Opportunities Policy

Approved without amendment.

4.2 Health & Safety Policy

Approved without amendment.

4.3 Cash Handling Policy

AM proposed that the section referring to Raffle Tickets being given to attendees at the Gala Day should be removed for practical purposes. This policy was then approved, subject to that amendment.

4.4 Fire Safety Policy

Approved without amendment.

4.5 Data Protection Policy

Approved without amendment.

4.6 Child Protection Policy

SH reported that this was still to be updated from the original printed version as no electronic copy existed.

5 Maintenance

5.1 Fire Call Point Signs

AM reported that he had installed signs by all the Fire Call Points.

5.2 Emergency Layout Plans

AN was to follow up on whether these were required.

5.3 Car Park Resurfacing

AM reported that a new price had been obtained for the work, including finishing the area formerly occupied by the shed and that this price was close to the original budget.

EL reported that he had now received a date for the work to take place – the week commencing 23rd November. AM would ensure signs were put up to notify users that this would be taking place.

EL was to check on the provision of welfare facilities.

5.4 Salt Bin

EL reported that the salt bin would be delivered and installed the same week as the car park resurfacing work.

5.5 Step Ladders

AM reported that he had replaced the step ladders reported damaged at the last meeting.

5.6 Downpipe

AM reported that he had replaced a damaged downpipe to the rear of the centre.

5.7 Hall Heater Elements

AM reported that there was an element in one of the hall heaters which was not working. He was looking to see if the element could be replaced.

6 Health & Safety

No items were raised

7 Action Calendar

There were no actions outstanding

8 Membership

DK reported that he has contacted all the users on the list supplied by EL. He had received two positive replies, from the Beavers and the Cubs, and one from the Tots requiring clarification. It was agreed that there was not much more that could be done to encourage members to join.

DK pointed out that non-members would not be entitled to vote or propose motions to the AGM. In order to ensure this, voting cards would need to be issued to those members attending.

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DK would publicise the AGM to the local community and on social media.

9 Sports Field Project

AM reported that there was the possibility of grant funding being available for the feasibility study.

However, in order to qualify for 50% funding for the project from Sport Scotland, the community would need to raise at least 25% of the total amount themselves. The KCC was prepared to contribute a portion of this amount, but there would still be a need to raise the remainder locally.

AM proposed that, before the project should proceed any further, the sub-committee should identify how they would raise a sum of £25,000.

KM expressed his doubts about any income generated by an improved pitch being sufficient to cover the maintenance costs. AM said that the sub-committee would be made aware of this and have to include this in their plans for the project.

SH observed that the Scottish Landfill Communities Fund could be available to close the funding gap. Alternatively, it could be used to improve the state of the pitch without needing to meet Sport Scotland's more stringent standards.

AM asked how any fundraising carried out by the sub-committee would be managed. SH replied that it would be ring-fenced within the KCC accounts.

10 Hub Project Meeting

EL reported that the public meeting about the Community Hub Project had been well attended and that the feedback from the meeting was being collated.

11 AOCB

11.1 Craft Fair

WW reported that the Craft Fair was being well supported by traders.

KM would assist WW in setting up the hall on the Friday evening before the Craft Fair.

EL suggested that the Craft Fair signs had seen better days and should be reviewed. AM and EL would do this.

11.2 Community Resilience

EL reported that Culbokie Community Hall had received £2000 from SSE towards the provision of a refuge for vulnerable residents in the event of an emergency. It was not thought that the KCC would be applying for anything similar in the short term.

12 Date of Next Meeting

The next meeting will be held on Monday 11th January 2016 at 7:30pm in the Williamson Room in the Community Centre.