

**KIRKHILL COMMUNITY CENTRE**  
**Meeting Of The Board Of Trustees**  
**Monday, 14 March 2016**

## **1 Attendance**

### **1.1 Members Present**

Alasdair Morrison (AM) - Chair  
David Knox (DK),  
Kenny MacDonald (KM)

Alistair Norrie (AN),  
Wilma Williamson (WW)

### **1.2 Apologies**

Erik Lundberg (EL)

### **1.3 In Attendance**

Yvonne Brown (YB)  
Elaine Cousins (EC)

## **2 Minutes**

### **2.1 Acceptance**

#### **2.1.1 Minutes of 11/01/2016**

Proposed by KM, seconded by AN.

#### **2.1.2 Minutes of 20/01/2016 (I)**

Proposed by AN, seconded by KM.

#### **2.1.3 Minutes of 20/01/2016 (II)**

Proposed by KM, seconded by AN.

#### **2.1.4 Minutes of 15/02/2016**

Proposed by AM, seconded by WW.

### **2.2 Matters Arising**

#### **2.2.1 Ratification of business from 15/02/2016**

##### **2.2.1.1 3.1 Membership Application**

This was approved unanimously.

##### **2.2.1.2 3.2 Co-option to the Board of Trustees**

This was approved unanimously.

##### **2.2.1.3 3.3 Appointment of Office Bearers**

This was approved unanimously.

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### **2.2.2 11.1 Highland LEADER Conference**

The visit to the Community Centre by the Highland LEADER conference had been cancelled due to lack of interest.

### **2.2.3 Cleaner's Contract**

This was still outstanding.

### **2.2.4 Water Charge Exemption Application.**

DK reported that he had arranged for the name on the exemption application to be changed and had submitted the application to Business Stream.

MUGA Maintenance

KM reported that the MUGA was swept on an infrequent basis, whenever it was dry enough so to do.

## **3 AGM Minutes**

It was agreed that the minutes from the AGM would be published well in advance of the next AGM. DK would arrange for this to be done.

## **4 Treasurer's Report**

### **4.1 Monthly Accounts**

YB reported that she had met with the previous Treasurer and had received the relevant paperwork. However, she was still getting up to speed with the accounts and so no monthly report had been produced.

However, she circulated the bank statement, which showed a number of transactions and a healthy balance. There was a bank charge which had been incorrectly levied. YB would speak to the bank regarding a refund of this charge.

### **4.2 Resolution to Change the Authorised Signatories**

AM had proposed the following resolution:

“For the purpose of changing the authorised signatories for our RBS Bankline account, the board of directors resolve that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with section 5, and the current mandate will continue as amended.”

This was passed unanimously.

### **4.3 Disposition of Assets**

AM reported that the disposition had yet to be completed by the solicitor.

## **5 Membership**

### **5.1 Application for Membership**

An application for membership of the Kirkhill Community Centre SCIO had been received from Elaine Cousins. This was approved unanimously.

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## **5.2 Appointment of Trustee**

Elaine Cousins was unanimously appointed as a trustee on the board of the Kirkhill Community Centre SCIO.

## **6 Bookings**

### **6.1 Online Bookings**

A number of bookings had been received by email and, as there was no effective process in place to handle such bookings, there had been issues with these. In light of this, it was agreed that the online booking form would no longer have the KCC email address but would show the Booking Secretary's telephone number instead. DK would update the form accordingly.

### **6.2 Overnight Bookings**

AM had received a request from an Air Cadet group to stay overnight in the centre. It was found that the dates in question would clash with possible events for Gala Week. AM would offer them alternative dates and suggest alternative venues, should the date be fixed.

On the general subject for what charge such a booking should incur, it was agreed that a 6-hour booking at the Club Rate would be levied for future bookings of this nature.

## **7 Gala**

AM reported that the Gala Sub-committee had met and decided that, due to lack of numbers, there would not be a Gala Day in 2016. However, events would be held through the week.

## **8 Maintenance**

AM reported on the following issues.

### **8.1 Chair Store Leak**

He had repaired the sealant failure previously identified and was waiting to see if this had been effective.

### **8.2 Uplighter Failure**

The dimmer switch had been replaced/

### **8.3 Assembly Point Sign**

The new sign had been put up.

### **8.4 Porch Pillars**

Billy Horne had reserved larch posts to install at the orch. These had not been stress-graded but it was agreed to go ahead with them as soon as was possible.

### **8.5 Stage Strip Lighting**

The previous fault reported in the stage lighting had not re-occurred, although AM had replaced a number of bulbs on the stage.

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### **8.6 *Microphone Cable***

AM had replaced a damaged microphone cable.

### **8.7 *Boiler Maintenance***

The boiler maintenance would be carried out the following week.

## **9 Health & Safety**

AM reported that he was continuing to comply with the guidelines for use of stepladders.

## **10 Action Calendar**

### **10.1 *Insurance Renewal***

Sandra Hogg had forwarded notification of the insurance renewal to AM and DK but there had not been an attachment to the email. AM had contacted her to request that she send the attachment.

It was agreed that AM and YB would carry out a review of the insurance renewal.

PV Reading

YB agreed to take the reading of the PV meter and to submit the claim for the FIT payment. It was observed that there had not been a FIT payment in 18 months and that this was now overdue. YB would follow up on this.

## **11 Sports Field Project**

AM reported that there had been a fundraising Quiz Night held the previous Friday night, attended by over 80 people where £380 profit had been raised towards the Sports Field Project.

It was confirmed that there would not be a charge for the hall rental for events such as these.

## **12 Hub Project**

AM reported that there had been a presentation of the project progress at the previous meeting.

KM proposed that the Hub Project should be the subject of a future meeting to discuss the options more fully.

It was agreed that the project as a whole should be put on the agenda of the next meeting.

## **13 AOCB**

### **13.1 *Craft Fair***

AM had received a request for the date of the Craft Fair. WW reported that it was always the second Saturday in November, in this instance the 12<sup>th</sup>. She confirmed that the cost for a table was £10.

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***13.2 Williamson Room Sign***

The WI Choir had asked if they could fund a sign for the Williamson Room. It was agreed that this was an excellent suggestion and was supported wholeheartedly.

***13.3 Gambling Licence***

DK reported that he had received notification from Highland Council regarding the Gambling Licence for the Gala Week raffle. As the previous licence had been held in the name of the KDAA, it was necessary to apply for a new licence in the name of the KCC SCIO. DK would submit the application and would require a cheque for £40.

***13.4 Waste Collection***

DK reported that he would submit the application to Highland Council for refuse and recycling collection for 2016/17.

**14 Date of Next Meeting**

The next meeting will be held on Monday 18<sup>th</sup> April 2016 at 7:30pm in the Williamson Room in the Community Centre.