

**Kirkhill and District Amenities Association**

**COMMITTEE MEETING**

**Monday 12 January 2015**

## **1 Attendance**

### **1.1 Members Present**

S Hogg (SH) - Chair,  
D Knox (DK),  
Kerry Ross (KR)

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

### **1.2 Apologies**

Alistair Norrie

## **2 Minutes**

### **2.1 Proposed/Seconded**

Proposed by AM and seconded by EL.

### **2.2 Matters Arising**

#### **2.2.1 Dog Mess**

EL reported that the costs of installing a bag dispenser would be too high to justify it but that there was a supply of bags available in the reception area for those who needed them.

## **3 New Committee**

SH welcomed the Kerry Ross to the KDAA.

There then followed the election of the office bearers. The following were elected unopposed:

<b>Position</b>	<b>Elected</b>	<b>Proposer:</b>	<b>Seconder:</b>
Chair:	AM	SH	DK
Secretary:	DK	AM	WW
Treasurer:	KR	EL	AM
Vice Chair:	EL	SH	AM

## **4 Regular Items**

### **4.1 Action Calendar**

#### **4.1.1 Small Lottery Licence**

SH reported that this had expired at the end of the year and that, prior renewal, she had enquired if the licence could be transferred to the new SCIO but had yet to receive a reply.

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**4.1.2 Log Book Review**

AM explained the schedule of testing and recording the various actions which were required to be carried out regularly. These include:

- Testing the fire alarm
- Testing the emergency lights
- Legionella prevention
- Maintenance checks
- Fire extinguisher testing
- Portable appliance testing
- Checking the defibrillator

He reported that the log books were up to date.

EL is to arrange to shadow AM to ensure sufficient cover for the maintenance checks.

WW enquired about training for the defibrillator. AM replied that there had been training provided when the defibrillator had been installed but there was a need to provide refresher training. AM would investigate options.

**4.2 Maintenance**

**4.2.1 Landscaping**

AM reported that the landscaping work to the side and rear of the Centre had been completed in November.

The old slabs had been found to be too rough to reuse and so new slabs had been bought to replace them. It was going to be expensive to get the contractor to remove the old slabs so these were being offered to the community for a small donation to the KDAA. To date, 10 had been removed and there had been interest in the remainder.

The turf laid to the side of the Centre was quite waterlogged, due to the nature of the soil so had been fenced off to prevent people from walking on it until the roots had a chance to settle.

The tarmac had not been laid in the car park due to the lack of a suitable opportunity and it was felt that there was a need to address the general drainage problem there. EL will investigate the options available.

It was felt that there was a need to install plant pots or posts to prevent people from driving on the new path. EL and AM are to install posts.

**4.2.2 Manuals**

The manuals had finally been received from GA Barnie. These would be stored in the cupboard in the Williamson Room.

**4.2.3 CCTV Camera**

AM reported that the CCTV camera on the gable end had been damaged and no longer pointed in the correct direction.

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**4.2.4 Hot Water**

For the second time, someone had left a hot water tap on in the Changing Rooms and, as a result, used all the hot water. AM had investigated installing a push tap but this was not appropriate so he had put up a sign to ask people to check that they put the taps off fully.

**4.2.5 Air Duct in the Chair Store.**

Even after the installation of the cover on the air duct in the Chair Store, water was still coming through, following the recent spate of bad weather.

**4.2.6 Hot Water Fault**

AM reported that the bill for addressing the hot water fault which had been received from GA Barnie had been reduced to approximately £900.

**4.3 Safety**

There was no business raised.

**5 Treasurer's Report**

**5.1 Monthly Report**

For what she hoped would be the last time, SH presented the monthly financial report.

There was little of note to report and she would arrange to meet with KR to hand over before the next meeting.

**5.2 Maintenance Budget**

SH circulated the Maintenance Budget. It was noted that the amount saved by not laying the tarmac in the car park matched almost exactly the extra spent on the paving slabs. As options for the car park were being investigated, it was decided not to proceed with this.

**5.3 OSCR Return**

SH reported that the OSCR return would be completed prior to the handover to the new Treasurer.

**6 SCIO Constitution**

SH reported OSCR had approved the change. She and Isobel MacLeod had met with the solicitor from Innes & Mackay, who had kindly agreed to carry out the required work for no fee but their expenses. The KDAA thanked them for this generosity.

The Stage II application to OSCR would take about 28 days from submission and once that was complete, the KDAA would lose any charitable status. At this point, the solicitor could start the asset transfer to the new SCIO. It was expected this would take place in mid-February.

The office bearers would need to meet with the solicitor to present their details and sign over the assets. They would need to arrange this nearer the time.

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The bank account will need to be changed and it was felt that this would present an opportunity to explore alternative options. SH and KR are to investigate what was available.

A valuation might be required, and was deemed desirable by the committee anyway. SH will approach Grant Stewart to see if this could be done for a nominal fee.

It was felt that there was a number of issues which would require to be addressed either prior to or following the change so SH agreed to draw up a working list of such issues.

## **7 Sports Field Drainage Project**

AM reported that there had been a meeting of interested parties on the 3<sup>rd</sup> December. Resulting from this, a Project Group had been formed, consisting of:

AM  
EL  
Cris Ford  
Grant Stewart  
Stevie MacKay

The form and membership of this Project Group was approved by the committee.

This group had agreed that the title for the project would be the Kirkhill Community Sports Field Project.

They had identified two possible objectives for the project:

Make the field playable in the short term for minimal cost and delay

or

Make improvements for the longer term, albeit at greater cost and taking much longer to implement.

The opinion of the group had been that the longer term objective was desirable and that they would be looking for funding in the region of £120,000.

Funding options included Sport Scotland, who would possibly fund up to 50% of the costs with another 25% being found from other funders and the remainder to come from the KDAA's own funds. However, it was possible that the last 25% could be found from a grant-awarding body, like the Highland Council.

The timetable for the project was that the Sport Scotland funding would take 3 months from submission of the application, so for the work to start after Gala Day in June, the application would need to be made in April. It was felt that this would be hard to achieve and that it was more likely that the work could not commence until June 2016.

SH would circulate the application made to Sport Scotland for the MUGA for reference.

## **8 AOCB**

### **8.1 Shop**

EL reported that there was a meeting of a steering group planned to discuss the options for a shop in the village. The steering group had been made aware of the KDAA offer of land

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and Ian Cowan, who was chairing the group, had asked for KDAA representation at the meeting. EL agreed to attend the meeting and report back.

**8.2 Litter Pick**

EL reported that there would be a Litter Pick on Saturday 17<sup>th</sup> January at 10:30, depending on the weather. It was planned that, as well as picking up litter, the leaves, weeds and moss would be cleared from the area around the Community Centre.

Those who were attending should meet at the Community Centre Car Park.

**8.3 MUGA Goals**

SH reported that the goals in the MUGA had been broken. AM reported that it had not been possible to determine what had occurred from the CCTV footage. However, it was thought that perhaps a hockey ball had hit them and resulted in the damage. New goals had been kindly donated by Ally Velzian for the footballers to use but it was felt that heavy duty goals would be required. There was the possibility of a grant of £500 from the Inverness Area Sports Council for sports equipment. SH would investigate.

**8.4 Water Charges**

SH reported that there were to be changes in the exemptions scheme for water charges. The new SCIO would need to apply for the exemption in July 2015.

**8.5 Thanks**

On behalf of the KDAA, AM thanked SH for her work both as Treasurer and, latterly, as Acting Chair and Acting Treasurer.

**9 Date of Next Meeting**

The next meeting will be held following the AGM on Wednesday 18<sup>th</sup> February 2015 at 7:45pm in the Williamson Room in the Community Centre.