

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday, 27 April 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)

In Attendance:
Kenny Macdonald (KM)

1.2 Apologies

Isobel Macleod (IMac),
Izzy Maclean (IM),
Kerry Ross (KR)

2 Minutes

2.1 Factual Amendments

11 DONM. Need to delete "following the AGM"

2.2 Proposed/Seconded

Proposed by SH and seconded by AM.

2.3 Matters Arising

2.3.1 8 World Orienteering Championships

SH reported that the hall will not be required to host participants in the World Orienteering Championships.

2.3.2 Defibrillator Training

AM reported that training for use of the defibrillator would be arranged for a Thursday evening in June. The date was yet to be confirmed.

2.3.3 Resignation

AM intimated that KR had resigned both as Treasurer and from the KDAA as she was moving away from the area.

It was proposed by EL that SH should take over the role of Treasurer for the time being. This was seconded by AM.

3 SCIO

3.1 Progress Report

SH reported that she was waiting to hear back from the solicitor regarding the asset transfer to the KCC.

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3.2 Action List

SH had prepared a list of the actions to be completed. These were dependant on the KCC bank account being opened.

AN asked if there was any time bar on the transfer. SH replied that OSCR were flexible on the timescales.

4 Treasurer's Report

4.1 Management Accounts

SH circulated the monthly management accounts. Hall income continued to be on target and there was still some income from the MUGA to be banked. There was a shortfall in MUGA income due to less use by the shinty clubs than in previous years.

5 Gala

5.1 Barbecues

The KDAA would be required to provide the barbecue on the Sunday afternoon and Wednesday and Friday evening of Gala Week.

The following volunteered to do this:

Sunday	AM/EL
Wednesday	KM/SH
Friday	KM (KM would ask Doug Courts if he was able to assist)

5.2 Licenses

DK reported that an occasional liquor license had been obtained for Gala Week.

5.3 PA System

AM was to investigate the Gala Sub-committee's requirements for the PA system as the one in the Community Centre might not be suitable.

6 Regular Items

6.1 Maintenance

6.1.1 Fire Alarm Faults

The faults identified during the Fire Alarm check performed by Bartec on Monday 9th March had been rectified.

The sensors under the stage had been damaged again and AM would install protection for these to prevent any reoccurrence of this damage.

6.1.2 Litter Pick/Clean-up

AM reported that the litter pick and clean-up of the car park had gone well and thanked all those who gave of their time.

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6.1.3 Hot Water Failure

AM reported that there had been another hot water failure, this time due to a faulty switch which had been replaced.

6.1.4 Fence Repair

EL reported that the fence repair was due to be done in the coming week.

6.1.5 Tarmac in the car park

EL reported that he had received a price for the work to replace the tarmac and install a slot drain in the car park. This work would come to £4108.57+VAT. He would find an alternative contractor to get a second price for the work.

6.1.6 Manuals

AM reported that the O&M manual was stored in the cupboard in the Williamson Room. Additionally, he had an electronic copy and EL had a copy on DVD. The one in the cupboard would need to be updated to the latest version.

Additionally, the maintenance schedule was also in the cupboard in the Williamson Room, as were the certificates from any testing carried out.

6.1.7 Hall Floor

The Hall Floor would require to be treated sometime over the summer break. AM would identify an opportune period when this could be done.

6.2 Safety

No issues were raised.

6.3 Action Calendar

6.3.1 Insurance

SH reported that the renewal for the insurance policy had been done and that the new certificates were in the kitchen.

6.3.2 Risk Assessment/Fire Risk Assessment

These were due and the policies reviewed. AN would arrange for this to be carried out.

6.3.3 PAT Testing

The PAT testing was due and AM reported that he would perform visual examinations this time but that it was policy for full PAT testing to be performed every three years and that would be carried out next year.

6.3.4 MUGA Monthly Cleaning

It was agreed that this was not necessary every month and should be carried out every four months instead. KM will do the cleaning when he deemed it necessary.

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7 Sports Field Drainage Project

AM reported that there was a meeting scheduled to discuss vehicle access to the field for Gala Day.

8 AOCB

8.1 Shop

EL reported that a meeting was scheduled to discuss progress in the Shop Project. The old surgery was still the preferred location for a shop but the development group were seeking advice from the Roads Department.

8.2 Phone Mast

KM asked if there had been any progress on the proposed phone mast. SH replied that nothing had been heard to date although it was a long-term plan.

9 Date of Next Meeting

The next meeting will be held on Monday 25th May 2015 at 7:30pm in the Williamson Room in the Community Centre.