

KIRKHILL COMMUNITY CENTRE
Meeting Of The Board Of Trustees
Monday, 11 January 2016

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 Acceptance

Proposed by AN, seconded by SH.

2.2 Matters Arising

2.2.1 Post Box

SH confirmed that Kay Horne and Izzy Maclean were not trustees of the KCC SCIO and therefore should not be recorded as present at board meetings. They are welcome to be in attendance at the meetings however.

It was further confirmed that AN and KM had been formally co-opted onto the board on 14th April 2015 and 27th April 2015 respectively.

2.2.2 Post Box

SH reported that she was still to arrange for a tray for the post to be located at reception.

2.2.3 Cleaner's Contract

DK reported that he had not received as yet a signed contract from the cleaner. WW would chase her up.

2.2.4 Gala 2016

AM had been informed that there had been sufficient support for the Gala Sub-committee to proceed with Gala Week in 2016.

2.2.5 Craft Fair

SH reported that the Craft Fair had raised £315.

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3 Treasurer's Report

3.1 Monthly Accounts

SH circulated the monthly management accounts for the KCC. She reported that the KDAA bank account had been closed and the funds transferred to the KCC account.

A FIT payment in the region of £600 was due.

There had been an error by the bank when opening the bank account which had resulted in bank charges being levied against the KCC. SH had raised this with the bank and the charges had been refunded.

There was an entry for legal fees which represented the cost incurred by the solicitors in lodging the disposition. The work had been done free of charge, apart from these costs, for which the board thanked Innes & MacKay.

AM reported that neither he nor DK had been required to authorise any online payments. It was agreed that this should be investigated by the new treasurer on their appointment.

3.2 Annual Report

SH had circulated the draft Annual Report which would require to be approved by the board before the AGM. As it was still with the examiner, the approval would need to be subject to sign-off from the examiner but SH reported that she had received a verbal acceptance and on that basis, the board approved the annual accounts unanimously.

4 KDAA Business

SH reported that OSCR would require to be formally notified of the disposition in favour of the KCC and the winding-up of the KDAA account. She indicated that she would do this when submitting the Annual Report.

The solicitor was still in possession of some of the deeds and the electronic version of these would not be available for a few months. SH would remind the solicitor to pursue these.

5 AGM

Refreshments would be required for the AGM

DK would send out a reminder to the members and users.

DK reported that he had received no motions to the AGM from the membership

6 Membership

Two applications for membership had been received following the last recruitment drive. The applications, from the Kirkhill Beavers, submitted by Mairi Macdonald and the Kirkhill Cubs, submitted by DK, were both approved.

7 Policy Documents for Approval

7.1 Child Protection Policy

The Child Protection Policy had been updated and renamed as the "Protection of Vulnerable Groups Policy". This was approved without amendment.

8 Maintenance

8.1 Emergency Layout Plans

AM reported that these were not required as the current signage was adequate.

8.2 Car Park Resurfacing

AM reported that the work in the car park had been completed but that the finish had been sub-standard due to the weather. It was to be re-done in summer and that £800+VAT had been held back from the contractor's invoice to cover this. It was agreed to pay the contractor's invoice less the retention.

8.3 Hall Heater Elements

AM reported that he had successfully replaced the faulty heaters in the hall.

8.4 PA Equipment

The PA equipment which had been stored on the stage in the hall was now being stored at Inchmore. The equipment was still available for use if required.

8.5 Projector Screen

The screen for the projector was now being stored on the stage.

8.6 Ladies' Toilet Door Saga

AM reported that one of the cubicle door locks in the Ladies' toilet had been damaged. As a replacement would cost approximately £60, he was investigating alternatives.

8.7 Emergency Lighting Battery Packs

AM reported that three of the battery packs for the emergency lighting had failed. Replacement units had been ordered. AN would investigate if there was an issue with limited lifespan.

8.8 Chair Store Leak

AM reported that there was still water getting into the chair store and that there was possibly damage to the sealant in the wall/roof joint. He proposed to test when the weather was better to see if he could identify where the water was getting in.

8.9 Assembly Point Signs

These had been damaged in the recent storms. AM was to investigate if more robust signage was available.

8.10 Recycling Bins

It was agreed that the recycling bins should be moved back to their original location. EL would arrange this with Highland Council.

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8.11 Street Lighting

A number of bulbs in the street lights around the centre had failed. AM would raise this with Highland Council.

9 Health & Safety

No items were raised

10 Action Calendar

10.1 Electrical Testing

The calendar indicated that the electrical testing was required every 3 years. However, clarification had been sought and this was only needed every 5 years. Consequently, this was put off until 2017/2018.

10.2 Log Book Review

AM presented the log books for review by the board. All were found to be in order and all duties were up to date. These log books are stored in the kitchen for view by users on request.

11 Sports Field Project

The sub-committee had met in December 2015 and had discussed the issues raised by the board. AM circulated a draft paper showing potential income generating opportunities for the field. After some robust debate, it was agreed that this would form an element of the business case for the project.

A number of fundraising options were planned, including a quiz night and a 100 Club, for which members were being sought. It was agreed that the Sub-committee should continue to work on the project.

12 Hub Project Meeting

EL reported that a meeting of the steering group for the Community Hub Project was to be held on the 12th January. Six sites were still under consideration and that he would report back on any developments.

13 AOCB

None

14 Date of Next Meeting

The next meeting will be held on Monday 15th February 2016 at 7:30pm in the Williamson Room in the Community Centre.