

KIRKHILL COMMUNITY CENTRE
Meeting Of The Board Of Trustees
Monday, 15 February 2016

1 Attendance

1.1 Members Present

Alasdair Morrison (AM) - Chair
David Knox (DK),

Erik Lundberg (EL),
Wilma Williamson (WW),

1.2 Apologies

Alistair Norrie (AN)

1.3 In Attendance

Yvonne Brown (YB)
Elizabeth Shiach (ES)

2 Minutes

2.1 Factual Amendments

2.2.1 The section heading should have read Membership

2.2 Acceptance

As there was not a sufficient number of board members present for the meeting to be quorate, the acceptance of the minutes of the previous meeting was deferred until the next meeting.

3 Membership

3.1 Membership Application

An application for membership of the Kirkhill Community Centre SCIO had been received from Yvonne Brown. This was approved, subject to ratification of the full board at the next meeting.

3.2 Co-option to the Board of Trustees

Yvonne Brown was appointed to the Board of Trustees of the Kirkhill Community Centre SCIO, subject to ratification of the full board at the next meeting.

AM then introduced the other trustees present.

3.3 Appointment of Office Bearers

The following were appointed, subject to ratification of the full board at the next meeting:

Chairman – AM
Vice-chairman – EL
Secretary – DK
Treasurer – YB

YB is to arrange to meet up with Sandra Hogg, the previous Treasurer, to discuss handover.

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4 Treasurer's Report

4.1 Monthly Accounts

In the absence of a Treasurer, no monthly management accounts had been prepared. AM reported on the state of the bank account and the transactions which had taken place over the month. The financial situation was still healthy.

4.2 OSCR Return

AM had submitted the return to OSCR. He had to check if the disposition of the assets of the KDAA to the KCC had been submitted by Sandra Hogg.

4.3 Banking

YB will require to submit an amendment to the bank mandate and the online banking will require to be updated. DK had the cheque book and online card reader from Sandra Hogg and would give these to AM.

5 Gala

AM explained the role of the Gala Sub-committee and that he had spoken to Izzy Maclean. There was to be a meeting of the sub-committee later in the week and it was hoped that there would be up to five new members of the sub-committee.

6 Hub Project

ES presented a report on the progress of the Hub Project. She explained the background to the project and that eight possible alternatives had been identified. These had been scored for suitability and a winning site would be announced soon.

7 Maintenance

AM reported on the following issues.

7.1 Emergency Lighting Battery Packs

He had replaced the battery pack for the emergency lighting and would add a regular full discharge to the Action Calendar to prolong the battery life.

7.2 Chair Store Leak

He had identified the source of the leak as due to a sealant failure around the vent and would effect a repair when there was a suitable weather window.

7.3 Uplighter Failure

A failure had been reported in the dimmer switch of one of the uplighters. He had ordered a replacement part.

7.4 Assembly Point Sign

He had ordered a replacement assembly point sign for the one which had been damaged.

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7.5 Porch Pillars

The work to replace these would go ahead when the builder was available.

7.6 Repainting the Containers

For budgetary reasons, it was decided to wait until the next financial year to proceed with the repainting of the containers. An inspection would be carried out to see if any remedial work was required meantime.

7.7 Emergency Lighting Battery Packs

AM would organise the replacement of the failed strip light tubes in the stage area when it would be convenient to access the scaffolding.

8 Health & Safety

AM reported that he had studied the guidelines for use of stepladders and that he was complying with these.

9 Action Calendar

9.1 Water Charge Exemption Application

It would be necessary to re-apply for exemption from water charges before 31st March 2016. DK would submit the application.

9.2 MUGA Maintenance

AM would check with Kenny Macdonald regarding the monthly sweeping and the tractor maintenance.

9.3 Boiler Maintenance

AM would organise the maintenance of the boiler.

10 Sports Field Project

There had not been a meeting of the sub-committee since the last board meeting and there was no progress to report.

The planned quiz night to raise funds had been postponed.

11 AOCB

11.1 Highland LEADER Conference

A Highland LEADER conference was to be held on 12th March. The attendees at this conference were visiting a number of projects which had received funding from Highland LEADER and they would be visiting the Kirkhill Community Centre on 12th March at 10:00 onwards. Sandra Hogg had agreed to draw up a presentation for them. AM was keen that the changing rooms should be tidied and the football equipment moved out. EL would speak to the football organisers to arrange for this.

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12 Date of Next Meeting

The next meeting will be held on Monday 14th March 2016 at 7:30pm in the Williamson Room in the Community Centre.