

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday, 23 March 2015

1 Attendance

1.1 Members Present

Erik Lundberg (EL) - Chair,
D Knox (DK),
Isobel Macleod (IMacleod),

W Williamson (WW),
S Hogg (SH),
Isobel Maclean (IMaclean)

1.2 Apologies

A Morrison (AM)
Kerry Ross (KR)
Alistair Norrie (AN)

2 Minutes

2.1 Factual Amendments

3.2.1, Air Duct. It was a plastic "mesh" which was fitted, not a "seal".

3.2.3 Fence repairs. Roddie MacLennan is going to do these sometime, but he would not do them "this week".

3.2.5 Tarmac. Slot drains were mentioned, but more importantly resurfacing of the tarmac in the affected area will be required.

11 DONM. Need to delete "following the AGM"

2.2 Proposed/Seconded

Proposed by SH and seconded by IMacleod.

2.3 Matters Arising

2.3.1 3.2.3 Fence repairs

The person who would be carrying out the fence repairs had been off sick so the work would be carried out on his return.

2.3.2 10.1 MUGA Management

SH reported that she had investigated a trial version of the booking system which was ideal but was too expensive for use only for the MUGA. It was decided to revert to the manual system for the time being and re-address the issue at a later date.

3 Treasurer's Report

3.1 OSCR Return

SH reported that the OSCR return had been submitted but there had not been any comment as yet.

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3.2 Management Accounts

On behalf of the Treasurer, SH presented the monthly management accounts. Hall income was well on target but there was lower than expected income from the MUGA although there was still some rent money to be banked. This shortfall was partly due to less use by the shinty clubs. The gas bill was low but the tank would need to be filled soon.

3.3 Bank Account

SH had spoken to two possible alternative banks about opening an account for the new SCIO. After some discussion, it was agreed that she should further investigate the options available from the Unity Trust Bank.

4 Gala

IMaclean presented a report from the Gala Sub-committee meeting. The Barbeque would be required for the Sunday, Wednesday and Friday of Gala Week and that the KDAA/KCC Committee would be required to provide it on these days.

An occasional liquor license would be required for Gala Week. DK will apply to the Highland Council for one in the name of the KCC.

The PA system used last year for Gala Day had cost in the region of £800. It was possible that the PA system in the hall could be used in place of hiring one. IMaclean to discuss what was possible with AM.

The programme for Gala Day was coming together and would be published soon, in time for the next edition of Crannog.

IMacleod would be organising money handling on Gala Day.

IMaclean will report back after the next meeting of the Gala Sub-committee.

5 Regular Items

5.1 Action Calendar

5.1.1 Insurance

SH reported that the renewal for the insurance policy was due. The renewal quote was for a similar amount to that for last year so it was agreed to continue the policy on this basis.

5.1.2 Fire Alarm Check

The Fire Alarm check had been done by Bartec on Monday 9th March. Faults had been found in two sensors which need to be replaced. One was in the Bowlers' cupboard below the stage - presumably it had been struck by the equipment stored there. The battery back-up in the control panel needs to be replaced. AM had asked the engineer to get quotes for the replacements and this was still being awaited.

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5.2 Maintenance

5.2.1 Air Duct in the Chair Store

AM had indicated that there was a recurrence of water ingress in the chair store following the storm on Friday 6th March. He had removed the mesh previously fitted and installed a vented louvre in its place.

5.2.2 Gas Boiler Service

The gas boiler had its annual service done on Thursday 12th March by Beaully Plumbing.

5.2.3 Maintenance File

The updated O&M file had been delivered to AM on 19th March but he hadn't had a look at it yet.

5.2.4 Tarmac in the car park

EL reported that following investigation of the car park, the rectangular area by the gate would need to be replaced and a drain installed which would run down to the gully on the road side. There was a possibility of either run-off water from the field emerging up in the car park area or a leak from the water supply coming in the gate. This would become more obvious when the tarmac was being replaced.

5.2.5 MUGA Goals

The old MUGA goals were still awaiting pick up and the new ones had not yet been sourced.

5.2.6 Litter pick

It was still the intention to hold the Litter Pick on the 25th April at 10:00am. Volunteers were required to take part.

5.3 Safety

WW raised concerns about the debris lying about the containers and that this was being used by children to gain access to the roof of the container. This might prove dangerous and this debris should be cleared up as soon as possible or at the Litter Pick at the latest.

6 SCIO Constitution

6.1 Progress

SH reported that approval had been obtained from the Scotland Office on the 18th March and consequently, the SCIO had been formed on the 20th March.

The conveyancing could now be carried out and the new bank account set up. The asset transfer was to be carried out by the 13th April or as soon as possible thereafter. Final accounts would also need to be submitted before the KDAA could be formally wound up. However, as the Small Lottery license had been obtained in the name of the KDAA, it was felt that it would be better to keep the KDAA going until after Gala Week.

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It was agreed that the users should be informed of the changes to invoicing and payments from April onwards. SH would draft a letter to be included in the April invoices for regular users.

6.2 Valuation

KR had estimated that the property value of the KDAA as a going concern, based on the turnover and profit made, had a valuation of £273,000. It was agreed to proceed with this valuation.

7 Sports Field Drainage Project

EL reported that the sub-committee were waiting for details concerning pitch size and so on.

There was also investigation on possible approaches to vehicle access to the field and surfaces allowing such access that would be acceptable and practical.

8 World Orienteering Championship

SH reported that the insurers had intimated that there was no problem accommodating the orienteering teams as long as a risk assessment had been undertaken.

9 Shop

EL reported that there was a Village Development Plan being developed which would coordinate the various projects underway to improve the village. It was agreed that the KDAA (KCC) should be included in the survey being developed to determine the needs of the community.

Ian Cowan was currently investigating the options for the preferred location of the shop.

10 AOCB

10.1 KDAA online

EL had enquired what was the process for handling the KDAA email address. At present, mail to this address was re-directed to the four office-bearers. It was decided that, with the change to the SCIO, the published email address should be changed to reflect this.

IT was then further agreed to use the KDAA Google Drive cloud storage to store KDAA and KCC documentation such as minutes and financial reports. DK and SH are to coordinate this.

10.2 Green Hall Event

EL reported that he and SH had attended an event in Culbokie promoting environmental heating systems for community halls.

11 Date of Next Meeting

The next meeting will be held following the AGM on Monday 27th April 2015 at 7:30pm in the Williamson Room in the Community Centre.

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