

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 11th March 2012

1 Members Present:

K Macdonald (KM),
K Horne (KH),
S Hogg (SH),
R Livingston (RL),
A Morrison (AM),

W Williamson (WW),
D Knox (DK),
T Jones (TJ)

2 Apologies:

A MacGillivray (AMac),
D Courts (DC)

3 Minutes of 6th February 2012

Proposed by RL and seconded by SH.

4 Safety issues.

4.1 Legionella Policy

WW reported that the cleaner was now working to the policy agreed at the previous meeting.

5 Treasurers Report

SH tabled the monthly Treasurer's report. There were two extra-ordinary items in the accounts, namely a £60 charge for the plumber to inspect the cold water tanks and £2123 to Eric Lundberg for the work drawing up the plans for Kirkhill Centre Forward. This left a total balance of unrestricted funds of £73,208.

SH reported that she had investigated setting up a standing order with the bank to process the cleaner's wages but had been informed by the bank that this would not be possible, given the type of account operated by the KDAA. She was also investigating the possibility of setting up an on-line banking facility.

DK reported that he had handed the mandate change into the bank.

6 Action Points

6.1 Kirkhill Centre Forward

AM updated the committee on the progress of the Kirkhill Centre Forward project.

A meeting had been held on 1st March with the design team to obtain costings for the project. These had initially been higher than expected and there had been discussions to reduce the figures towards those in the original budget. Some of the proposals had been over-specified and it had been possible to bring the total down to the required value.

However, it had been felt that it might be hard to keep the building costs within the original budget. Negotiations with the potential contractors would be required to ensure this.

SH circulated the latest figures for the project and Income/Expenditure projections for the next 5 years. The funding for the KCF project included the provision of a £20,000 loan

from Highland Opportunities Limited at 5% for 4 years to cover the shortfall in funding. It was agreed that the KDAA should apply for a loan from HOL on this basis.

The projections included an element for the appointment of a Centre Administrator who would be able to cover a number of tasks within the Community Centre.

The conditions of the funding from Highland LEADER would make a retention period of one year unfeasible and it was agreed that a retention period of 6 months would be sufficient.

The committee agreed to proceed with the project on the basis of the plan discussed.

At the previous meeting, RL has proposed to draw up a Financial Risk Assessment of the KCF project and he circulated the assessment for discussion. It was agreed that RL would maintain this document as an on-going risk register.

6.2 Gala update

AMac had circulated a report by e-mail on the progress of the Gala Sub-Committee. She had suggested that the KDAA could organise a bottle stall on Gala Day.

KH asked who was responsible for arranging the First Aiders for Gala Day. It was decided that the Gala Sub-Committee should do this.

6.3 Delegation of authority

There had been some discussion of drawing up a policy detailing the delegation of authority to spend on behalf of the KDAA. AM had prepared an outline policy for discussion. This would detail the spending limits for various positions on the KDAA committee. It was agreed that AM and SH would draw up a proposal and circulate this prior to the next meeting.

6.4 Disabled Parking Bay

DK reported that a letter had been received from the Highland Council on the subject of disabled persons' parking spaces. There was a discussion as to whether the KDAA should provide such a facility, given the size and nature of the car park, the limited demand for such a space and the forthcoming construction work. DK was to contact the council and investigate what the requirement was.

7 AOCB

7.1 Trestle tables

Eric Lundberg had written to the KDAA offering some trestle tables. The committee thanked Mr Lundberg for his offer but it was decided that there was insufficient storage at present for these.

7.2 Toilet seat in the changing room

It was reported that there was a broken toilet seat in one of the changing rooms. TJ was to organise a repair or replacement, as appropriate.

7.3 Fire Alarm inspection

WW reported that the regular fire alarm inspection and test had been performed by MacGregor Fire Protection Services Ltd on the 8th March and that all was in order.

7.4 Beavers' Noticeboard

DK reported that he had been asked by the Beaver Leader, Mairi MacDonald, if the Beavers could use the noticeboard in the Hall. This noticeboard belongs to the Cubs/Beavers so was available for them to use or replace as they saw fit.

7.5 Youth Club

The Youth Development Officer at Charleston Academy had asked if it would be possible for the Youth Club to book the Hall every Thursday evening. The club currently has a regular booking for the MUGA on that night but use the school hall. It would be preferable for them to use the Community Centre instead. There was a potential clash with a prior booking for ballroom dancing. KM will discuss this with WW to see if there is a way of satisfying both of these groups.

7.6 Recycling Rubbish Bin

Eric Lundberg had reported that the rubbish bin next to the recycling centre had not been put out for collection on Friday 9th March. SH will talk to Mr Lundberg regarding this matter.

7.7 MUGA Basketball Hoop

SH reported that the basketball hoop had been repaired free of charge.

7.8 Gatepost

KM reported that the replacement of the gatepost should not take place until after the construction work had been completed to avoid any damage during the work.

7.9 Kirhill & District Community Trust AGM

SH reported that this would take place on 26th March at 7:30 pm in the Kirkhill Primary School.

8 Date of Next Meeting

16th April 2012 at 7:30pm in the Community Centre.