

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 21st May 2012

1 Members Present:

R Livingston (RL),
D Knox (DK),
W Williamson (WW),
Kay Horne (KH)
S Hogg (SH),
A MacGillivray (AMac),

A Morrison (AM),
Doug Courts (DC)
Izzy Mclean (IM)
T Jones (TJ)

2 Apologies:

K Macdonald (KM),
J Pollard (JP),

3 Minutes of 16th April 2012

Proposed by AM and seconded by TJ.

3.1 Matters arising

3.1.1 Cash Handling Policy

SH had circulated a draft of the proposed Cash Handling Policy. There was some discussion about the guidance for the Gala. Members felt that these went further than was required for Gala Week. RL observed that these were meant to protect individuals in the event of any issues arising. It was felt that the requirement to record and account for cash collections on Gala Day was neither feasible nor would it add any accountability.

The feasibility of issuing different ticket types was discussed and it was agreed that more signs displaying the prices and additional volunteers on the gate would address any problems with queuing.

It was agreed to remove the relevant sections from the guidance and the remaining policy was accepted as amended.

3.1.2 7.2 Toilet seat in the changing room

TJ reported that this was still outstanding. DK offered to obtain and fit the seats the following day.

4 Safety issues.

No issues were raised.

5 Treasurers Report

SH tabled the monthly Treasurer's report. There had been nothing worthy of note since the previous report.

6 Action Points

6.1 Kirkhill Centre Forward

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

Kirkhill District Amenities Association

Charity registered in Scotland No. SC012797

The grant from LEADER for £150,000 had been approved and all the funds for the project were now in place. Congratulations were forthcoming from the Committee to all involved in the project.

The Building Warrant was yet to be issued but all the issues raised previously had been addressed and it was expected that the warrant would be issued soon.

Sixteen parties had expressed interest in the tender on the PCS website and the deadline for tenders was noon on 30th May. It was hoped that the contract would be awarded on the 13th June. With the CDM work required expected to take a couple of weeks, the contract would begin on 16th July and hopefully end on 19th October. This was within the published timescales but there was little time for any over-run.

A meeting of the KCF Sub-committee would be held on the 11th June.

AM had approached the HMRC about VAT exemption and, while the project as a whole was not exempt from VAT, certain elements might be. AM is to investigate further and inform the contractors accordingly.

The LEADER claim for completed work will be submitted once all invoices for this work had been paid.

6.2 Gala update

RL reported that he had yet to investigate the PPL requirements.

AMac on the progress of the Gala preparations. The Ladies' Pamper night was sold out and the Gala Dance tickets were selling fast.

The KDAA would be required to man the BBQ for the evening events prior to Gala Day.

The following agreed to do this:

Sunday DK & AM, Wednesday DC & SH, Friday SH & DC

The grass would require to be cut before Gala Day. It was unknown when this would happen.

The same arrangement as last year would be in place with the cleaner for the morning following the Gala Dance.

7 AOCB

7.1 Football Pitch Drainage

DK reported that he had been in touch with Highland Council Parks Department with regard to the drainage of the football pitch. The council were to spike the pitch on the week of the Gala but there was not great hope that this would improve matters. It was thought that the drains might need to be replaced but there would need to be more investigations made after Gala Week.

7.2 Sports Council

WW reported that the membership of the Highland Sports Council had become due and it would cost £35 to renew. It was agreed that this should be done as membership gave access to grants for sports equipment, if required.

8 Date of Next Meeting

18th June 2012 at 7:30pm in the Community Centre.