

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 27th August 2012

1 Members Present:

S Hogg (SH) (Chair),
A Morrison (AM),
Doug Courts (DC),
D Knox (DK),

W Williamson (WW),
T Jones (TJ)

2 Apologies:

K Macdonald (KM),
R Livingston (RL)

3 Minutes of 16th July 2012

3.1 Factual Amendments

8.1 Additional R&R Costs – should read M&V, not L&V

Proposed by SH and seconded by AM.

3.2 Matters Arising

7 MUGA – It was noted that the floodlights on the MUGA would be out of operation for the duration of the works being carried out.

4 Safety issues.

None.

5 Treasurers Report

SH tabled the monthly Treasurer's report. The Financial Year end was 31st August so the current month's accounts were close to being those for the whole year. Income was pretty much on budget, Expenditure was close to budget with the only notable item being that the Insurance Direct Debit had not been taken since March. This would now be paid off over the next seven months until March 2013.

6 KCF Project

6.1 Project progress

AM reported on the current state of the KCF Project:

The cost of the additional insurance for the project was quoted at £816.00 plus IPT. He thought that this was quite high but given the circumstances, there was no alternative.

RYBKA had replied to AM that their additional costs had arisen from redesign work. It had been agreed between AM and RYBKA that an additional payment of £1150.00 plus VAT would be made to cover their additional costs. This would bring this matter to a close.

The existing cooker, while not new, had been in a good condition and therefore had been donated to New Start Highland who had uplifted it the previous Friday.

A pre-start meeting had taken place between the KCF Project team and the contractors on 8th August and work had started on the 20th August, which was sooner than had been expected. So far, the founds had been dug and concrete poured.

AM expressed some concern that the Structural Engineer would not be making any site visits, as per the contract. With Joyce White, the Architect, being on holiday, he was worried that there might not be sufficient oversight of the contractor. AM is to contact Colin Lawson, the Senior Architect at White & McGinn, to discuss.

The design for the kitchen was almost complete. Kay Horne was to get prices for an industrial dishwasher. A dual-fuel cooker had been considered but rejected on economic grounds. Likewise, AM suggested that a wall-mounted water boiler could be installed but the committee felt that this was not justified as there were sufficient kettles and an urn for larger functions.

6.2 Project cash flow

SH reported that the LEADER funding would not be forthcoming until invoices had been paid. Highland Council have a facility to cover cash flow issues but there would not be sufficient money in this fund before November. Consequently, there might be a period of a number of days where there would be insufficient funds to cover any invoices from the contractor.

Options for dealing with such a situations are:

- a. Ensure LEADER pay promptly and there are no contingency payments. This is the preferred option and may remove the problem altogether.
- b. Approach the contractor to discuss splitting payments across a couple of weeks. This would be the least favourable option as it may cause the contractor knock-on problems.
- c. Approach the bank for overdraft provision. This might not be acceptable to the bank given the type of account held by the KDAA.

SH will discuss the situation with LEADER and Highland Council to see if option a is viable.

It was agreed that the KDAA should enter into an interest-free loan agreement with the Highland Council.

6.3 Fitting out

SH reported that the funding for fitting out the new Community Centre would need to be sought. This would be the subject of the next KCF sub-committee meeting to be held on the 5th September.

7 AOCB

7.1 Craft Fair

WW reported that, due to the works, the Craft Fair would need to be cancelled. She would inform the stall-holders of this.

7.2 AGM

There was a discussion about the date and venue of the KDAA AGM. The constitution requires that the next AGM should take place within 15 months of the previous one, so no decision was made and the details will be confirmed at a later meeting.

7.3 Examination of accounts

It was agreed that the annual examination of accounts should be performed by Donna Clarke of Innes & MacKay, if she was willing to do so under the same terms as previously.

7.4 SCIO

SH will draw up a draft constitution for consideration at the next meeting, prior to presentation to the AGM.

8 Date of Next Meeting

17th September 2012 at 7:30pm in the Church Hall.