

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 17th September 2012

1 Members Present:

K Macdonald (KM),
S Hogg (SH),
A Morrison (AM),

D Knox (DK),
W Williamson (WW)

2 Apologies:

J Pollard (JP),
T Jones (TJ),
D Courts (DC),

R Livingston (RL),
K Horne (KH)

3 Minutes of 27th August 2012

Proposed by SH and seconded by AM.

4 Safety issues.

4.1 Health & Safety File

A Health & Safety file, being maintained by R&R Regeneration (R&R), would be supplied to the KDAA on handover of the Community Centre. This would detail all aspects of H&S relating to the centre.

4.2 Rubbish

The pile of rubbish which had been lying by the container in the car park had been removed. It was unclear who had arranged this but it was possible that the Community Trust had done so.

5 Treasurers Report

SH tabled the End of Year Treasurer's report. The only item of note was that the KCF Project Phase I had received an additional invoice for £432 for digger hire. This had been unexpected but the majority of it was covered by the LEADER grant.

As previously intimated, Donna Clarke of Innes & MacKay had been approached to carry out the independent examination of the accounts and had agreed to do this.

6 KCF Project

6.1 Project progress

AM reported on the current state of the KCF Project:

The Foundations and drains were in place;

The demolition in the existing building had been carried out;

The insulation in the roof had been installed;

Cabling and pipework had begun in the existing building;

The LPG boiler had been installed;

The insulation on the external walls of the existing building was being installed.

6.2 Issues

There were a small number of issues which had arisen:

After some searching, the stopcock for the water supply had been found under the slabs in front of the centre. It would be necessary to ensure that there was access to this after the ramp to the door had been installed. A stopcock for the supply for the fire hose had not been located and it was thought that it would be necessary to isolate this supply later.

Extra supports for the water tanks were required. This had not been raised by the structural engineer in their report and would involve some additional cost to supply and fit 8 extra joists.

The slabs that had been lifted from in front of the centre would not be re-laid and therefore were available to take away on a first-come-first-served basis.

Fencing would be required around the LPG tank, next to the container. The tank was to have been installed underground to minimise the impact but, as there would need to be a fence around it, it was not thought that an underground installation was necessary. AM is to investigate what would be required to change the installation to above ground. R&R will be asked to quote for fitting fencing, as required by Calor Gas.

The gas regulator where the gas supply enters the centre will need to be enclosed by a lockable box. This will be supplied by Calor at an additional cost of £190 plus VAT.

The leak in the roof where the soil vent pipe exits the centre has not been fixed permanently. This will need to be addressed, possibly when the roofers are fitting the extension roof.

The street light cabling to the lights at the rear of the centre will need to be re-laid.

6.3 Payments

The first of the payments to R&R will be made at the end of the month. The QS will be assessing the valuation next week. It was now not expected that there would be any problem with cash flow due to the Highland Council loan money not being available until November.

6.4 Fitting out

SH tabled a list of items for fitting out the centre which had been drawn up by the KCF Sub-committee. She was to submit an application to Awards for All for funding for these items.

7 AOCB

7.1 SCIO

SH had circulated a paper containing proposals to convert the KDAA to a Scottish Charitable Incorporated Organisation (SCIO). There followed a discussion about how best to move this forward. It was felt that there were insufficient members present to make a decision and that the views of both the Kirkhill & Bunchrew Community Trust and the wider community should be sought before proceeding further.

8 Date of Next Meeting

1st November 2012 at 7:30pm in the Church Hall.