

**Kirkhill and District Amenities Association**

**COMMITTEE MEETING**

**Thursday 3<sup>rd</sup> December 2012**

**1 Members Present:**

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

W Williamson (WW),  
D Knox (DK),  
K Horne (KH),

**2 Apologies:**

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

**3 Minutes of 1st November 2012**

**3.1 Factual Amendments**

5. "The load from Highland Council" should read "The loan from Highland Council" and this had not been received but was in place.

6.1 "KCCF project" should read "KCF project".

**3.2 Matters Arising**

6.2 The colour scheme had been changed on the advice of the contractor.

**3.3 Proposed/Seconded**

Proposed by AM and seconded by SH.

**4 Safety issues.**

None

**5 Treasurers Report**

SH presented the report. The day-to-day expenditure had reduced, as expected, but the loan from HOL was being paid off. The Direct Debit for the insurance had not been collected but was allowed for in the accounts.

The Phase I grants had been received and that phase was now completed. Half of the grants for the Phase II build costs had been received and the Awards For All grant for fitting out the centre had been received.

There was currently £4712 left in the funds.

**6 KCF Project**

**6.1 Project progress**

AM presented a report on the progress of the KCF project.

Liz Whiteford from Highland LEADER had visited on the 6<sup>th</sup> November. She had been satisfied with the project and had presented a plaque for the re-furbished Community Centre.

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Kathy Hopkins from the Climate Challenge Fund had detailed the Energy Saving promotional requirements:

- 1) The KDAA was to meet with the users to explain the operational requirements and the energy savings arising from the refurbishments
- 2) Boards detailing the energy savings made would need to be displayed in the centre.

AM explained that he, DK and WW had met to discuss how the locks for the doors would be organised. There would be master keys which would fit all the locks and sub-masters for groups of locks which would be issued to users, depending on their requirements. It was suggested that the users should be charged for the cost of duplicating the keys.

A Site Meeting had taken place on 19<sup>th</sup> November. At the meeting, the contractor indicated that the expected finish date would be 22<sup>nd</sup> December. This was due to SSE not having been notified early enough that the supply would require to be moved. They would be coming on the 7<sup>th</sup> December and there was not much that could be done at the centre entrance before then. However, it was now expected that the works would not be complete until 24<sup>th</sup> December and that the certification would not be completed by the date intimated to the Post Office. The Post Office would not be able to move until the 11<sup>th</sup> January.

Given the lack of completed certification, it would not be possible to hold a Hogmanay event on the 31<sup>st</sup> December.

It was asked if there were any penalty clauses included in the contract for late completion. AM reported that there was a 'loss of income' provision but the amounts were too small to be significant and that the contractor might be inclined to apply for any additional preliminaries resulting from the extension to the works.

## **6.2 Colour schemes**

As indicated in the Matters Arising, the colour scheme agreed at the previous meeting had been changed because the light oak would be hard to match so a grey paint scheme had been chosen for the woodwork. The stage area was dark grey, as requested by some of the users. The doors and windows would be dark mahogany to match the existing.

## **6.3 Design Team Meeting**

There had been a meeting of the Design Team with AM, SH and DK on 29<sup>th</sup> November to discuss the contingencies. The upshot of this meeting was that there were some items which had been missed by the QS, totalling £4,500 approximately. SH and AM were to meet with the QS to discuss this further.

SH and AM were to meet with a former Clerk of Works with Highland Council to advise on the position of the KDAA in regard to this situation.

A number of items had been deleted as a result of the funding shortfall:

- Steps to the playing field
- Painting of the existing woodwork
- New guttering and fascia for the front of the centre

The contractor had agreed to paint the front of the centre and the extension. The remainder would be done at a later date.

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**6.4 Fitting out**

A volunteer would be required to manage the fitting out of the centre on completion of the works. WW agreed to approach Margaret Birkbeck to see if she would be willing to manage the kitchen fitting out.

A risk assessment would be required following completion of the works. KH will ask Gregor MacCormick if he would be willing to do this.

SH is to investigate the purchasing of the items agreed previously for delivery in the New Year. RL & KH would investigate new blinds.

KM offered to donate a fridge for the kitchen. This offer was accepted most gratefully and the KDAA thanked KM for his generosity.

SH reported that the application to Awards for All for fitting out the hall had been submitted but that she had yet to hear if it had been successful.

**7 AOCB**

**7.1 Charging Structure**

There was some discussion of the structure of hall hire charges. It was agreed that the current structure was excessively complicated and that a simpler one was required.

The following structure was agreed:

	Non Commercial	Commercial
Whole Hall	£10 per hour	£16 per hour
Main Hall	£6 per hour	£10 per hour
Meeting Room	£4 per hour	£6 per hour

The charges for the Changing Rooms would remain unaltered.

Charges for weddings would be on application

Government and Council Elections would be charged the full hourly rate.

**7.2 Hall Opening**

KH, AMac and IM had agreed that they would organise an open day at the centre following completion of the works, with teas and coffees during the day and a dance in the evening.

The date of 2<sup>nd</sup> February was speculatively pencilled in for this event.

**8 Date of Next Meeting**

14th January 2013 at 7:30pm in the Community Centre, if available, or the Church Hall, if not.