

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 21st April 2014

1 Attendance

1.1 Members Present

S Hogg (SH) - Chair,
D Knox (DK),
I MacLeod (IM),

W Williamson (WW),
A Morrison (AM),
Erik Lundberg (EL)

1.2 Apologies

A MacGillivray,
D Courts,
I MacLean

2 Minutes

2.1 Matters Arising

2.1.1 2.2.1 Election of Office Bearers

SH reported that Kenny MacDonald had resigned as Chairman and from the committee, citing family reasons. He had indicated that he was willing to continue with his MUGA booking responsibilities and would be able to assist when called upon to do so. The committee recorded their thanks for all his contributions to the KDAA.

There was some discussion about seeking new members for the committee. Current members were asked to approach likely candidates.

2.1.2 2.2.2 SCIO

A meeting with the Kirkhill and Bunchrew Community Trust had been held on Monday 10th March and had reached the conclusion that there was no consensus for merger with the Trust. Consequently, the next step was to form a separate SCIO for the KDAA. A constitution would need to be drawn up. SH would present the process to be followed along with a draft constitution at the next meeting.

2.1.3 2.2.3 Maintenance

AM reported on the state of the on-going works:

2.1.3.1 General repairs, shelving, etc

A quote for £223 had been received.

2.1.3.2 Plumbing work

An extra expansion vessel was needed at £120.

2.1.3.3 Electrical work

PIRs had been installed for the external lights

A quote of £1860 had been received for changes to the Main Hall switches and the MUGA timer switch. It was agreed to proceed with this work.

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Charity registered in Scotland No. SC012797

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COMMITTEE MEETING

Monday 21st April 2014

2.1.3.4 Coat Hooks

AM is to organise the fitting of these as specified.

2.1.3.5 Cowl

This had been fitted and requested.

2.1.3.6 Hall heaters

It was suggested that these could be removed at the same time as the Hall light switches were being changed.

2.1.3.7 Community service

SH had spoken to the Criminal Justice team in the Social Work Department about getting some work done. However, it was decided that it would be better to have the work done by recognised tradesmen.

2.1.3.8 Hall painting

AM is to obtain 3 quotes for the painting work which is needed.

2.1.3.9 Paving slabs

It was decided to review the situation after the Gala.

2.1.4 2.2.5 Website

EL had identified all the users of the Community Centre to ask for content for the website, promoting their activities.

The draft calendar had been implemented on the website but further work would be required. SH will contact Archie Prentice to discuss this.

2.1.5 3.1 Risk Assessment

The Risk Assessments were now in place.

2.1.6 3.2 Fire Extinguisher Inspections

This was still outstanding.

2.1.7 3.5 Maintenance Schedule

SH circulated a draft action calendar of items to be addressed. This would become a standard item on the agenda, along with Safety.

2.1.8 5.1 Field Drainage

EL circulated a report on a meeting with R Sleigh Landscapes regarding the drainage issue on the football pitch.

In summary, the extent of the problem to be addressed was not fully known and the resolution could cost anywhere between £12,000 and £120,000. In order to ascertain what would be required, it was agreed to carry out initial investigations for £500.

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 21st April 2014

2.2 Proposed/Seconded

Proposed by AM and seconded by EL.

3 Safety

3.1 Health & Safety Lead

Following the resignation of Kenny MacDonald, AM agreed to take over the regular fire alarm checks.

3.2 Fire/ H&S Policies

SH circulated draft Fire and H&S Policies. It was agreed to adopt these policies.

4 Treasurer's Report

4.1 Monthly report

SH, in her capacity as Acting Treasurer, presented the monthly financial report.

She reported that the Annual Accounts for the previous year would be submitted in May.

4.2 Cheque signatories

It was noted that Kenny MacDonald would need to be removed as a cheque signatory, following his resignation.

5 AOCB

5.1 Archery Club

The Archery Club had asked about storing some of their items over the summer. It was agreed that the equipment cage could remain in the chair store but that the target butts would need to be moved.

5.2 Disabled Bay

EL is to ask the Highland Council to mark out disabled bays in the car park.

5.3 Bank of Scotland Community Fund

The KDAA had been nominated by Elaine Cousins to take part in the Bank of Scotland Community Fund programme. The committee thanked Elaine Cousins for her nomination. It was felt, however, that the current situation did not justify the committee pursuing this further.

5.4 Carbon Clever

SH would follow this up.

5.5 Gala

IM reported that planning for Gala Week was proceeding apace.

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 21st April 2014

Volunteers would be required for the BBQ, possibly for Sunday evening, Wednesday evening and Friday evening.

IM would find out the details for the liquor license.

6 Date of Next Meeting

The next meeting will be held following the AGM on Monday 2nd June 2014 at 7:30pm in the Williamson Room in the Community Centre.