

Kirkhill and District Amenities Association

COMMITTEE MEETING

Monday 29th September 2014

1 Attendance

1.1 Members Present

S Hogg (SH) - Chair,
D Knox (DK),
D Courts (DC)

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

1.2 Apologies

I MacLeod,
K Horne

2 Minutes

2.1 Factual Amendments

2.1.1 10 Date of Next Meeting

The next meeting was not scheduled to take place following the AGM.

2.2 Matters Arising

2.2.1 9.1 Dog Mess

DK reported that he had e-mailed Helen Carmichael regarding the installation of a dog waste bin by the Community Centre. EL would check with his contacts at the council to see it was possible for one to be installed.

2.2.2 9.2 Disabled Bay

EL reported that this had been installed by the council. No bill for the work had been received yet.

2.2.3 9.3 Craft Fair

WW reported that she had received 12 bookings for the Craft Fair, with 3 more possible. 4 or 5 KDAA committee would be required to staff the event. SH and AM volunteered, along with their spouses.

2.2.4 6 Hall Charges

SH had discussed the proposed increase in hall charges with Ready Steady Go and they were happy with the proposal. She had still to talk to the Fraser School of Dancing.

DK would email all the users explaining the new tariffs. EL would supply the necessary e-mail addresses.

2.3 Proposed/Seconded

Proposed by SH and seconded by AM.

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3 Regular Items

3.1 Action Calendar

3.1.1 Cleaner's Contract/Hours/Rates

Following a review of the cleaner's contract, it was agreed to increase her monthly rate by £10 a month from October.

3.1.2 Policy Reviews

It was decided to discuss this at the next meeting.

3.1.3 Highland Council Revenue Grant

SH would submit the application to Highland Council for the Revenue Grant within the next week.

3.1.4 Fire Alarm Service

This was due to be done at the end of September. AM would schedule a time for this to take place around times when the centre was not being used. Tuesday 7th October was possibility.

3.2 Maintenance

3.2.1 Hot Water Timer

AM reported that the timer for the hot water had been installed and had cost more than initially expected, due to additional work being required. After negotiation, he expected the bill to be £372.

3.2.2 Hot Water Fault

In addition to the above, a fault had been identified and resolved with the hot water pump. The bill for this had not yet been received.

3.3 Safety

3.3.1 Legionella Protocol

AM reported that the plumbers had advised that the hot water tank should be kept above 60°C to prevent any possibility of Legionella bacteria gathering. This was now the case and a mixer valve had been installed in the hand wash basins to prevent the hot water being too hot for use.

Additionally, the showers should be run for 5 minutes each week. While this was being done by the cleaner, it was necessary for this to be recorded

4 Treasurer's Report

4.1 Monthly report

SH, in her capacity as Acting Treasurer, presented the End of Year accounts. These were to be finalised before being presented for examination and then approved at the AGM.

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SH then presented the proposed budget for the year. It was proposed that the Highland Opportunity Loan of approximately £9600 should be paid off in full as transferring it to the SCIO was not going to be possible and that would obviate the requirement to take out a new loan once the SCIO had come into being. As there was sufficient funds to cover paying the loan off, it was agreed to do this.

An additional \$1,500 had been allocated for professional fees necessary for the formation of the SCIO, although it was hoped that these would be much less than this sum.

AM presented a budget for the maintenance and capital improvement costs for the coming year. Paving the gable end of the centre and improving the existing paving would come in about £5,000. It was agreed to proceed with this project.

The reserves policy was reviewed and it was agreed that the General Reserve should be £6,000, being 6 months running costs and that the Building Reserve would be increased to £5,000, in line with the policy of building up a reserve of £10,000 over 4 years.

Given the above, the budget, as proposed, was agreed

5 SCIO Constitution

SH had circulated the application to OSCR for the formation of a SCIO. It was agreed by all those present that they would become the first trustees of the new body. SH would approach the remaining members of the KDAA to seek their agreement to also become trustees.

It was agreed to proceed with the application.

6 Sports Field Drainage Project

AM reported that he was drawing up a list of users who should be invited to a meeting to discuss taking the project further. Proposed attendees at such a meeting included:

Saturday Children's Football
Kirkhill Primary School
Strathglass Shinty Club
Lovat Shinty Club
Ready Steady Go
Under-17 Football

AM would try to contact these bodies. Anyone who knew of any further interested parties should contact AM directly.

7 AOCB

7.1 New Members

Kenny MacAskill was still interested in joining the KDAA but would be better placed in the new year to decide one way or the other.

7.2 Lost Property

AM wondered what happened to any lost property left in the centre. WW reported that she took any identifiable school items to the school and the remainder was donated to charity

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after a period of time. SH suggested that a notice be put in the school newsletter informing that there would be a clear-out of unclaimed items after a suitable period.

7.3 Rubbish Bins

There was some discussion regarding users putting general refuse in the recycling bins. AM reported that he had moved the recycling bin away from the general refuse bin in the hope that users would not confuse the two. It was decided to await the results of this trial before taking further action.

8 AGM

It was agreed to hold the Annual General Meeting of the Kirkhill District Amenities Association on 8th December 2014 at 7:30pm in the Williamson Room.

9 Date of Next Meeting

The next meeting will be held on Monday 10th November 2014 at 7:30pm in the Williamson Room in the Community Centre.