

KENTALLEN & DUROR COMMUNITY SCIO (SCO25839)

Minutes of Committee Meeting held on Monday 27th January 2020

Present: Alan Young, Audrey Godfrey, Moira Stoddart, Sandra Jamieson, Ali Heaton, Brian Morton, Linda Johnson

Apologies: Deborah McCartney

Alan welcomed Linda Johnson to the meeting. Linda has agreed to join the committee and was proposed as a committee member by Audrey and seconded by Sandra.

The December Minutes were approved by the committee and signed by Alan Young, Chairman.

Treasurer's Report

Bank balance: £29628.07

Ali has created a spreadsheet on excel for all bank transactions and a separate one for invoices.

Ali has the pay in book and will update the spreadsheets from that.

Income:

£940.60 - Fundraising

£2988.50 – Hall hire

£530.39 – Donations

£138.00 – Rag bag

£5885.00 – HC Grant

£10,322.00 – SSE Grant

£80 – Payments for adverts in Autumn Connect

Expenditure:

£312.88 - Music Licence

£200.00 - Gift Vouchers for Jimmy & Graham

£208.69 – Electricity

£556.15 – Alison's hall cleaning and the window cleaner's bill

£100.52 - Telephone

£67.08 - Rag bag

£330.66 - Maintenance & improvement of hall

£60.00 – New taps

£102.00 – Reglazing of window

£55 - Planning fee

Audrey will forward a list of any payments made into the bank to Ali.

Moira will email a copy of the meeting minutes to Ali which mentions adding Ali to the bank a/c.

Cheque for £32 to be given to Duror church to repay the Harvest Supper hall charge as half the income from this was given to the hall.

Booking Secretary's report

There is a party booked during the day of the Quiz Night so we will need to make sure the hall is tidied up after the party.

Kinlochleven High School are hiring the hall for a softball competition.

Solar panels

Grants received will cover all expenditure, however we still require a building warrant.

Planning permission – this is not needed as all parameters have been met.

Emtec will be coming on Wednesday to have a look at the situation.

Neil Malcolm will be doing some work on the electrics, pertaining to the solar panel installation, in the third week of February including relabelling of fuse boxes and the removal of redundant equipment.

There is money in the budget to carry out repairs and some redecoration following the electrical work. It would be advantageous to install a Tesla battery in the electrics cupboard to store excess power generated by the panels. The battery is expensive and not funded within the existing grant. Alan will look into the possibility of further funding for this.

The work must be finished by 31st March to tie in with the feed in tariff.

External Lighting – this has still to be done.

Cleaning – thanks to Sandra for cleaning after the Burns Night. Alison and Tony are still away so the committee will continue to clean in the meantime. On their return we will clarify their ongoing availability.

It was suggested that the cleaning of the windows could be reduced to every quarter to reduce costs. The window cleaner may also have to clean the solar panels once we have them. Steven Cameron from Fort William is the window cleaner. Alan will contact him.

Storage – Storage space in the hall is inadequate for our current and future needs and we need to look at possible solutions. Could we consider some sort of extension to the building? Alan will look into possible grant funding in case we wish to take this forward at a future date.

Keep Fit class - 15 people have signed up so far for the first class. Some of these people will only come occasionally so there will usually be 10 or 12 on most nights. Alan has made it clear by email to all those interested that there will be no responsibility taken for any ill effects etc. This will just be a group run activity and not a hall committee event.

Door access key code – We have instructions for changing the code on the key safe, so we need to decide what we're changing it to and then inform everyone on the keyholder list. We should also inform the people who just use the access code and don't have a key. Audrey and Sandra will work on this together. Audrey will get more keys cut.

Play Area – When Alan requested a copy of the insurance document recently, he was asked various questions by the insurance company regarding inspections for health and safety etc. including annual independent inspections by ROSPA which would cost £350/£400 per annum. Alan has located an alternative inspection company in Prestwick who have indicated a cost of £150/£200. This company may be able to look at the play area when next in our vicinity and report on our options and on the extent of work which might be required to bring the facility up to a standard acceptable to the insurers and which conforms to current safety regulations. The insurance company also require photos of all the play equipment. The climbing frame next to the swings needs to be taken down as it's past its best. We will get advice and work out costs. The Postcode lottery has funds for charitable organisations for outdoor equipment and health and fitness equipment, so Alan has sent off an application for funding to replace the swings. It was agreed we should take down the old swings right away.

Insurance Document –There are inconsistencies and anomalies in this, and they need to be addressed. Alan asked for two volunteers to look at this and Audrey and Brian agreed to do this. Risk assessments need to be done annually and the document needs to be more accurate regarding hall income etc. The insurance is due for renewal in April.

It was agreed that the committee should go through all the paperwork since we became a SCIO and organise it properly.

Upcoming events:

Quiz Night – This will be on Saturday 22nd Feb. Malcolm and Linda are assisting Donald with arranging this. We are hoping for an attendance of 40 to 50. There will be a £3 entry charge and a raffle and competition prizes. This isn't really a fundraising event. The committee will need to set up the hall and organise the prizes and raffle. We still have plenty of raffle tickets. Committee members will all bring raffle items. Moira will put the event on Facebook and the community website. Alan will distribute posters.

Village Wine and Cheese Night – This will be on Friday 27th March. We will discuss this further at the next committee meeting.

E-Bikes – Funding has been offered for this but we have missed the closing date although they may have an excess of funding and they will contact Alan then or, if not, we may have to wait till April for next year's funding availability. The insurance company also asked questions about the liability risk of the e-bikes. We would have to consider the maintenance and repair of the bikes. Perhaps this could be done at Comrie Croft? We will also have to consider the storage of the bikes.

Trustees and Membership Register – We could get this organised once we have sorted out the insurance issues.

AOB:

Jimmy and Graham were very grateful for their Christmas gift vouchers.

Defibrillator - This is not our responsibility. Jonathan advised that David Dugan has suggested getting new pads for it and that David is willing to provide more training.

We now have a new first aid sign for the hall to let users know where it is stored, and it will go up on the kitchen door.

If we could get grants would the committee agree to planting more trees at the hall? The committee agreed to this in principle.

6 Day Trials – At a consultative ‘Open Day’ at Appin Hall earlier in January, the Forestry Commission inferred, but did not confirm, that the 6 Day Trials would probably go ahead again this year. We are therefore hopeful that the event will proceed as previously. Scottish 6 Day Trials to be contacted by Alan to confirm.

The Community Council will continue to be charged £12 per hour for hire of the hall.

Wedding charges were also discussed, and this will be discussed by the committee after the insurance documents etc have been looked at.

Heating problem – there is an ash build up in the boiler. Jimmy and Graham have tried to fix this and they have asked AJ from Balla Plumbing to have a look but they haven’t yet resolved the issue and we may need to think about getting a heating engineer who specialises in wood pellets boilers to have a look. The wood pellets were replaced but this didn’t help. At the moment Jimmy and Graham are cleaning out the ash every 2nd or 3rd day and it seems to work okay after that.

Date of next meeting - Monday 24th Feb.