

## **KILMELFORD AND KILNINVER COMMUNITY SCIO**

Committee meeting held on 31<sup>st</sup> January 2017 in Kilmelford and Kilniver Village Hall

Present: A. van der Kraan (Chair), R. MacCowan (Vice Chair), D. Scaife (Secretary), J. Bowman, S. Edwards, M. Morsley, J. Rentoul

### **1) APOLOGIES**

M. Anderson, C. Banham

### **2) APPOINTMENT OF CHAIR & VICE CHAIR**

Astrid Van der Kraan was proposed as Chair by DS, seconded by JB and duly appointed. Ruth MacCowan was proposed as Vice Chair by DS, seconded by MM and duly appointed.

### **3) MINUTES OF THE LAST MEETING**

The minutes were approved as a true record by AK, seconded by JB.

### **4) MATTERS ARISING**

- a) DS has contacted BT and they verified that the the old payphone can be removed. Marc is to be asked to do this. AK suggested re-locating the emergency phone to the site of the old phone for greater visibility and access.
- b) Regarding the sponsorship and installation of the defibrillator, JR has offered to do a paragraph for the newsletter; also mentioning the list in the shop for people interested in a training course.
- c) RM is to write a letter for the newsletter thanking the previous committee for their work while in office, and to introduce the new committee.
- d) Thanks go to Marc for repairing the striking plate on the front door lock. It also requires a knob to be fitted on the inside. Marc has advised the fitting of a metal strip on the outside edge of the door to prevent it opening outwards and to improve security.

### **5) STORAGE OF EQUIPMENT**

The corridor cupboards have been tidied up. DS is to list the contents of each one. The school have been given the key to no.24 for their exclusive use. No.25 contains various items of indoor games equipment.

### **6) PROPOSED NEW DRAPES**

DS explained that an application for a grant for the new drapes had been submitted by Toni Mitchell to the Carraig Ghael community fund. The result would not be known until the end of March. The £800 already raised for the drapes would be taken out of Hall funds. DS is to obtain a fabric sample to show around.

## **7) TREASURER'S REPORT**

- a) New signatories have to be registered on the two bank accounts. These are to be C. Banham, J. Bowman and D. Scaife. DS has obtained the appropriate forms to be signed.
- b) The Caretaker's salary is to stay at £60.00 per calendar month, with an increase to £7.50 per hour for cleaning. DS is to ask Colin to clean for a minimum of one hour per week at a fixed time, and to confirm that he still wishes to do the cleaning.

## **8) CARETAKING**

- a) The cracked panel of safety glass in the main hall door needs to be replaced as it is loosening. It could be replaced by perspex or a wood panel if necessary.
- b) JR recommended that the weight suspended from the main hall ceiling should be checked for soundness and also mentioned that the floodlight overlooking the carpark does not seem to be working.
- c) DS advised that black scuff marks and scratches that have appeared on the wooden main hall floor may have been caused by heeleys and is to put up a notice prohibiting these.
- d) Colin is to be asked whether he would paint the wooden soffits around the outside of the building. He is also to be asked to fill the soap dispenser in the Gents' and check the electric socket in the lesser hall.
- e) AK has provided a sink strainer for the washbasin in the Ladies' that has no plug.

## **9) FUND RAISING**

- a) RM and AV are to hold the table-top sale on Sunday 2<sup>nd</sup> April, 2.00 – 4.30pm. Entry will be free, with tables being charged at £10 each. Teas will be available.
- b) Other events suggested were a Curry & Quiz night (DS is to have a discussion with Matthew Anderson), and a mock wedding.

## **10) AOB**

- a) Much interest has been expressed regarding holding indoors bowls again at the Hall, as the mats are already stored under the stage. AK is hoping to arrange a meeting with Findlay Clark to discuss the options.
- b) RM asked about the minimum age for Hall users. It was confirmed that no-one under the age of eighteen was allowed to use the Hall without an adult present.
- c) AK asked if political parties were permitted to hire the Hall for meetings. No objections were raised.
- d) The fee structure for the hire of the Hall is to be reviewed at the next meeting.
- e) JR explained the Hall's responsibilities regarding the Emergency Action Plan. The emergency bag is stored in the office. Jamie McAndrew and Colin Clark are in charge of the project. It was agreed that Colin Clark should have keys to the office and front door.
- f) More front door keys are to be cut and a register kept of who they are issued to.

## **11) DATE OF THE NEXT COMMITTEE MEETING**

Tuesday 14<sup>th</sup> March 2017 at **7.30 pm**

