

Minute of the Eassie Nevay & Kirkinch Community Association Board meeting held on 17th January 2017

Present: Debra Ritchie, Philip Jenkins, Marianne Jenkins, Charlie Brown, Andy Blackie

In attendance: Neil Mcleod

<p>1. Welcome and Apologies</p> <p>There were no apologies for absence.</p> <p>Update on Resilience Centre</p> <p>Neil gave an update on the progress of the Resilience Centre and provided the final draft plan. He also brought the personal resilience plan and leaflet for vulnerable people that will be distributed to all households and businesses in the area once approved. The Board will look over these and complete any gaps before they can be finalised. The plan will be sent to all appropriate organisations in the area once completed. Neil offered to print the leaflets once they are ready to be distributed.</p> <p>Neil provided a list of tasks that need to be completed. He also mentioned that the Co-op had a fund that might provide a new computer for the hall.</p> <p>The four water pumps will be stored with 10 gallons of petrol in different locations around the community.</p> <p>Road signs will help to advertise and direct the public to the resilience centre and defibrillator. Neil will contact the relevant department in Angus Council once the Board has decided the preferred wording and logos.</p> <p>Neil mentioned that it would be possible to have an app that could be downloaded on smart phones which would warn people of changes in status of weather conditions.</p> <p>Philip proposed that Neil become a co-opted Director for resilience, this was agreed.</p> <p>The Board thanked Neil for all the work he had put into the resilience centre.</p> <p>Neil left the meeting at this point.</p>	<p>All</p> <p>All</p>
<p>1. Election of Office Bearers</p> <p>Philip agreed to be Interim Chairperson for three months. Debra offered to remain as Secretary. Neil will become co-opted as Director for resilience.</p>	
<p>2. Finance</p> <p>The cashbook spreadsheet had been sent to Board members with the agenda. Debra advised the Board that an additional £288 had been paid in. This was a donation for the hall given to Andy.</p> <p>Phillip was going to arrange to go to the Clydesdale bank in Perth with John Hamilton to discuss bank charges and ask them to waive them.</p>	<p>PJ</p>
<p>3. Business Development</p> <p>Defibrillator – Debra had paperwork that needed to be completed for the defibrillator. It was agreed to carry his forward until the defibrillator had been installed. Philip had tried to contact the electrician about fitting the defibrillator but had not had a reply. He had asked Dudley Trefry to try but if unsuccessful Philip will ask for quotes from other electricians.</p>	<p>PJ</p>
<p>4. Policy & Administration</p>	

<p>Cleaning & damages – Marianne reported that the conditions of let requests 25% of the hall fee for a deposit against breakages and damages. She felt this was insufficient for some parties. It was agreed to change the wording to cover at the discretion of the booking secretary.</p> <p>Internal fire risk assessment – Andy and Marianne will complete this.</p>	MJ/AB
<p>5. Lettings and events</p> <p>Marianne reported that were not many bookings for hire of the hall for 2017. An events meeting will take place in February.</p> <p>The next gardening club will be in February/March. Marianne will ask for a representative to come to the next Board meeting to discuss their plans.</p>	MJ
<p>6. Communications</p> <p>Andrew Brewster had asked Philip and Charlie if they could look at the web site with him. Philip had replied that he would prefer to leave it to Andrew and Charlie as he had a lot of other responsibilities in the hall. Charlie will see Andrew and see if they can improve the web site.</p>	CB
<p>7. Fund-raising</p> <p>Debra told the meeting that she had sent an end of grant report to Angus Environmental Trust. They had contacted her to say this had been approved and the grant will be paid shortly.</p> <p>Andy reported that the Hogmanay dance had raised approximately £1000.</p>	
<p>8. Buildings maintenance</p> <p>A dado rail will be erected in the café and bar. Philip offered to paint it. It was agreed to delay painting the entrance hall until later in the year. A&E Flooring will come to inspect the main hall floor and Philip will ask them to recommend cleaning products.</p> <p>Some work has been done on the roof to prevent ingress of water and this will continue until all of the bolts are re-sealed.</p> <p>Part of the seal in the gents’ toilets is failing and requires attention.</p>	PJ
<p>3.5 tonnes of fuel was delivered at the beginning of January.</p> <p>Philip will discuss a possible ceiling in the store room with a structural engineer.</p> <p>McGills noticed a defective trip switch and replaced it.</p> <p>The decking will have to be treated in the summer and volunteers will be required to help.</p> <p>Charlie got a price of £1.50 per appliance for PAT testing. It was agreed to go ahead with this.</p>	PJ
<p>9. A.O.B.</p> <p>Recruitment of new Board members – when the resilience information is distributed to the community a letter will go with it advising the community of the need for more people to join the Board. A list of jobs that volunteers could help with will form part of the letter.</p>	
<p>10. Date of next meeting</p> <p>The date of the next meeting will be Monday 6th February at 7.30pm to discuss the</p>	

resilience centre and Monday 13 th March for a Board meeting	
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