

Minute of the ENKCA Board meeting held on Monday 17<sup>th</sup> April 2017

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

	Actions
<p>1. Welcome &amp; Apologies</p> <p>There were no apologies for absence.</p> <p>2. Finance</p> <p>The cash book had been sent with the agenda and showed a healthy balance. Philip thanked David for the book-keeping. Andy will buy a bottle of whisky to give to David to show the Board's appreciation.</p> <p>There were some outstanding invoices but there was an approximate surplus of £7,000 at the end of the financial year.</p> <p>3. Business Development</p> <p>Leader/Resilience fund application – Philip had met a representative of Leader to discuss a possible application for web page design, computer and printer. He had submitted an expression of interest and requested 75% of costs from Leader and should hear from them within a month. ENKCA will need a portfolio of documents and photographs to go on the web page. Andy has photographs which he will put on a USB stick.</p> <p>Neil McLeod is working with a neighbour on a phone app for the resilience centre.</p> <p>The leaflets about the resilience centre have been distributed in the community. No forms nominating vulnerable people have been returned yet.</p> <p>4. Policy &amp; Administration</p> <p>Marianne and Andy will undertake the check of fire regulations. Philip checks the emergency lights, electric meter and boiler pellet consumption every week. An order for more pellets will be needed over the summer.</p> <p>PAT testing is overdue. The Board will need to update the list of appliances and ensure they are tested soon.</p> <p>5. Lettings and events</p> <p>Andy will apply for a bar licence for the Dundee Rep play on 17<sup>th</sup> June. The licence will run between 5pm and midnight. The bar will sell teas and coffee and the events group will sell strawberries and ice cream.</p> <p>The Nine Maidens walk will be on 18<sup>th</sup> June and afternoon teas will take place on the Sundays in August. There is a party on 12<sup>th</sup> August and extra help will be needed to set up for the teas on 13<sup>th</sup> August.</p> <p>6. Communications</p> <p>It was agreed that the day to day operation of communication via the electronic notice board and Facebook will be done by Andy and Philip and they do not need to consult with the rest of the Board.</p>	<p>AB</p> <p>MJ/AB</p> <p>AB</p>

<p>7. Fund-raising</p> <p>Future fundraising events are the Dundee Rep play, August afternoon teas, Hogmanay and running bars at parties and private events.</p> <p>Debra will email Margaret Mowat and ask her to send the results of the 50:50 draw to hello@eassieand nevay.org.</p>	DR
<p>8 Buildings maintenance</p> <p>The spring clean will take place on 30<sup>th</sup> April. Philip will create a poster to go on the electronic noticeboard and Facebook. Marianne will make a list of jobs to be done.</p> <p>The garden has been dug and raked over and the border weeded. The back of the hall has been sprayed. Wild flowers will be sown on 30<sup>th</sup> April. The rhododendrons will need to be removed from the pots soon and transplanted elsewhere.</p> <p>There have been complaints from the dancers about the hall floor being too slippery in places. Philip spoke to the suppliers of the varnish that is used.</p> <p>Philip and Marianne will look at the cleaning trolley and see if it can be made more manageable for storing cleaning products.</p>	PJ MJ  PJ/<J
<p>9. A.O.B</p> <p>The defibrillator has been attached to the exterior wall and Debra asked about a form which should be sent to the Ambulance Service detailing who is responsible for maintaining the defibrillator. Philip will email Dudley Trefry to see if he knows of anyone who may be willing to take this on.</p> <p>Andy mentioned the sale of eggs in the hall and that there had been an agreement to pay the hall 10% of income from the eggs but this had not materialised. Debra said the hall is given plenty of eggs for the afternoon teas, coffee mornings etc. and suggested it would create ill feeling to pursue this. It was agreed to monitor the situation.</p> <p>Angus Council has provided a map of the area. This will be attached to a sheet of mdf and covered with Perspex.</p>	PJ
<p>10. Date of next meeting</p> <p>The next meeting will take place on Monday 29<sup>th</sup> May 2017 at 7.30pm</p>	