

Minute of the ENKCA Board meeting held on Monday 13th March 2017

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

	Actions
<p>1. Welcome & 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. The balance had steadily increased from April 2016 largely due to the lets to parties and weddings held in 2016. Philip reported that Neil McLeod was due to spend approximately £600 on radios and chargers and a five year licence to operate them. The bank balance includes the £27,000 loan to W.R.I. that will need to be repaid should the hall and ENKCA cease to operate.</p> <p>Philip had contacted the Bank of Scotland about transferring the account to them from the Clydesdale Bank. This should complete within the next two weeks. All Directors will have to show identity to the Bank of Scotland.</p> <p>3. Business Development</p> <p>Resilience Centre – Philip is liaising with SSE to source an adaptor for the generator, this will cost around £200 plus VAT. It was agreed that a status board does not need to be bought for the hall but we can use coloured squares that indicate status. Philip offered to do this.</p> <p>Marianne had completed the newsletter and sent it to Board members for comment. Once this is finalised she will make 150 copies and these will be delivered with the resilience papers. A main co-ordinator will have responsibility for liaising with local area co-ordinators who will link with vulnerable people in their area should an emergency arise. Once the vulnerable people have been identified the Board can recruit local area co-ordinators.</p> <p>A location in Kirkinch for one of the water pumps had not been found. If there was no suitable place to keep it the pump will be stored elsewhere,</p> <p>4. Policy & Administration</p> <p>The Fire Safety check remains to be done.</p> <p>Marianne had received a letter from Highland Council Community Scheme advising her that after 2018 they will no longer offer insurance for community halls. Zurich Insurance will contact us before then to quote a price. Marianne will check with the Insurance that it covers the decking outside and to see if there would be any additional cost for raising the contents insurance to £50,000 and the limit for cash in a safe from £200 to £500. Marianne will also check with Angus Council to enquire if the hall has been registered for weddings and with Abbey Cleaners to ask for a copy of their public liability insurance.</p> <p>5. Lettings and events</p> <p>Scottish Agronomy is using the hall monthly for its meetings. Dundee rep. will use the hall</p>	<p>All</p> <p>MJ</p> <p>MJ</p>

<p>for a performance in June. A bar licence is required for this and possibly for 26th May. Andy to arrange.</p>	AB
<p>6. Communications</p> <p>Charlie had tried to arrange to see Andrew Brewster about the web site but Andrew had been busy. Andrew will work on the web site and asked for photographs and documents. Philip will arrange to meet him. Charlie will draft a page layout for Andrew.</p>	PJ/CB
<p>We need more people able to access the Mailchimp site and Andy will liaise with Philip to learn how to change the notices on the notice screen.</p>	AB/PJ
<p>7. Fund-raising</p> <p>An events meeting will take place soon. Andy is looking for a suitable band for the Hogmanay party.</p>	
<p>8 Buildings maintenance</p> <p>The annual spring clean will be on Sunday 30th April from 10am. Philip will include something on the notice screen to encourage people to help. He asked Directors to send him a list of jobs that would need to be done. Soup and cake will be provided, Debra offered to make some.</p> <p>Andy reported that he had fitted shelves upstairs.</p> <p>The garden club had met a few times but no work had taken place in the garden to date. Marianne had raked and dug over the soil in preparation for the wild seeds. It was agreed that the garden club could spend up to £50 on plants.</p> <p>Andy will provide a quote for the cost of erecting rails at the bottom part of the decking. He has completed 2/3 of the roof repairs and advised the Board that the chimney had a dent and needed some work.</p> <p>The cost of painting the vestibule and front doors is £415 plus VAT. Andy will ask Sherrifs to do the work in June.</p> <p>Philip advised the meeting that electricity consumption was approximately £75 per month and a standing order for this amount should be sufficient.</p> <p>The junctions of the gutters are failing in places.</p> <p>Charlie enquired about a timer for the convector heaters as one had been left on after the school's Souper Sunday. He advised that the PAT tests had not yet been done and he will contact McGills.</p> <p>Andy reported that the cost of deck oil would be £480. He will look at other suppliers first.</p> <p>Philip will look at the cost of cycle racks and Andy asked about an electric charger for cars at the hall. Debra will look to see if she can find suitable trust funds for these.</p> <p>Andy said the drain run off in the field beside the hall was a problem that could easily be fixed but he wasn't sure who was nor managing the land. Charlie will try to find out.</p> <p>There had been a complaint that work had taken place on the roof of the hall when yoga was taking place which made it noisy and difficult to hear the instructor. Jane Brewster</p>	<p>PJ</p> <p>All</p> <p>DR</p> <p>AB</p> <p>AB</p> <p>CB</p> <p>PJ</p> <p>DR</p> <p>CB</p>

had decided to reimburse attendees the amount they paid for that week. There was discussion about this and Marianne will speak to Jane to remind her that the Board must make these decisions. Debra asked if care could be taken to ensure users of the hall were not disrupted by workmen and Andy said the disruption was for half an hour only and work could only take place when the weather was fine which limited opportunities.

9. A.O.B

There was no other business

10. Date of next meeting

The next meeting will take place on Monday 17th April 2017