

Minute of the ENKCA Board meeting held on Monday 30th May 2017

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

In attendance: Neil McLeod

	Actions
<p>1. Welcome & Apologies</p> <p>There were no apologies for absence.</p>	
<p>2. Resilience Centre</p> <p>Neil gave a brief report on progress and informed the meeting that he was almost ready to publish the resilience plans but needed another meeting to finalise this. The majority of equipment had been bought and it was agreed that the large first aid box will be held in the attic. The eye wash station will be affixed to the wall in room 2. Neil offered to take responsibility for the equipment and ensure it is kept within date. When finished one copy of the plan will go to Angus Council and one to SSE, a letter will go to other agencies informing them of the plan. As there had not been a response from Angus Council about sign-posting the centre Neil contact them again. If there is no reply again he will contact the local Councillor. Neil will also pursue the radio licences as they have not arrived yet. The generator cable requires a weather proof box and must be checked by SSE.</p> <p>There will be a launch where the equipment will be displayed.</p>	NM
<p>3. Finance report</p> <p>A copy of the cash book had been sent with the agenda. There were no matters of concern. The switch to Bank of Scotland should be complete soon and the switch over date is possibly 12th June.</p>	
<p>4. Business Development</p> <p>Philip and Debra had worked on the leader application for updated IT facilities and web page. ENKCA was requesting £2743 from Leader and would contribute £714 in cash and £200 in time. Philip asked for documents and images to be ready so that if successful we can start the process immediately once confirmation is received. He asked for photographs larger than 2mb and that file names are changed to something meaningful.</p>	All
<p>5. Policy & Administration</p> <p>Andy suggested that policies should clearly state that hirers are responsible for any accidents through their own insurance. Marianne will speak to the Dance leader to say from September she will have to hire the hall at ENKCA rate and then be responsible for her own insurance.</p> <p>Charlie will contact McGills to ask them to arrange to PAT test items in the hall. Marianne will check with the insurers to see how frequently items need to be tested.</p>	MJ CB MJ
<p>6. Lettings and events</p> <p>After consultation with the Board Marianne had refused the Young Farmers' request for a let of the hall.</p>	

7. Communication

Everyone was encouraged to use the cloud so that documents are accessible to all.

8 Fund-raising

Dundee Rep will perform at the hall in June. Andy has a bar licence and Marianne and Debra will help on the bar. The events group will hold a raffle and serve strawberries and cream. There is a need for more bar trays.

Andy asked for a poster for the afternoon teas so he can display it on facebook.

There will be a yoga fund-raising event on Saturday 3rd June.

9. Buildings maintenance

The garden has been tidied with the bank of the hall improved with a path and garden area.

Andy changed the flue in the boiler house. 3.5 tonnes of pellets have been delivered.

Hot water ran out on a day when there was a large function despite the solar panels working well and the water heating being on in the morning. In future the immersion heater will go on for 2 hours in the morning of any large event. It is currently set to come on for 1 hour each morning.

The decking needs to be oiled again and the metal work outside the boiler house needs to be re-painted. The door handle on room 2 is faulty and the door to the easy access toilet is not running smoothly.

The fan in the ladies toilets has been fixed.

Two people have been identified to be responsible for the defibrillator, Marianne will meet them to discuss what needs to be done.

10. Date of next meeting

A meeting to finalise the resilience plan will take place on Wednesday 7th June at 3pm

The next Board meeting will take place on Monday 28th August 2017 at 7.30pm

MJ