

SEIL ISLAND COMMUNITY HALL CHARITY

Minutes of monthly meeting held on Sunday 1st February 2009

Present: John Gordon, Brian Mitchell, Mary Norris, Jim Watson, Lisa Robinson, Richard Wesley, Kim Rowsell, Wendy Dugdale, Seamus Anderson, Ian MacColl, Graham Campbell, Janice Mitchell, Ken Jones, Pat Jones, Julie Ferris

Apologies: John Ferris, Chris Dugdale, Sue Croft, Fiona MacLarty

Minutes of the Committee Meeting held on 11th January 2009

Risk Assessment/P.A.T Testing (last paragraph page 2)

The words “and P.A.T. testing” should be removed from the third sentence, to read “Graham Bruce has now carried out the Fire Safety checks.”

With that amendment, the minutes were approved as a correct record, proposed by Lisa Robinson and seconded by Graham Campbell.

Finance

It was noted that the balances were estimated and interest was not included, as the bank statements had not yet been received.

The running account balance is £5754.36

Income was: Rents £663, Electricity £40, Telephone £5, Profit NY Dance £1451.87, Donation £30.

Expenditure was: Lottery £30, Electricity (Est) £146.41, Maintenance etc. £14.97, RA Clement certification of accounts £793.50.

Lottery

£75 Sheila Lawson
£10 Jean Ainsley
£10 Bruce Campbell
£10 Roger Kirk

Brian would give out sheets for collecting the lottery payment at next month's meeting. Brian, Richard, Mary, John, Catherine Shaw and Jim would collect payments.

Bookings

3rd February WRI
7th February Bowls Open
10th February Natural History
21st February Active Schools Tops Course 4-7

Adult Education

Brian had contacted Patricia Slater, who was very pleased that the Art Club would continue to meet. She will speak to Ian Gowdie and get us on his list 'sometime soon'.

Projects

Car Park Lighting - Jim has ordered a light and will fit as soon as possible.

Play Area

Kim reported on a very constructive meeting which she, Brian and Wendy had attended on 26th January with Russell Leisure, who would come back with a plan and presentation within the next few weeks. It seemed that possible costs would be between £30k and £40k. Russell Leisure could also show people here how to do the maintenance, which should be acceptable with the insurers. Kim had yet to hear back from two other companies.

Kim had also received a letter from the Planning Department, and would pass a copy to Brian.

Grounds

Lisa reported that over 30 trees had now been planted, and that a further 13 would be planted with the pre-school soon. It was noted that Mrs. Downie had donated about nine trees in total.

Jim had organised a load of topsoil which would be used for the final trees and the bund. He could obtain more from Balfour Beatty but pointed out this would need to be done before their heavy plant left the area.

We had yet to hear from the Beechgrove Garden.

Richard reported that the Employability Team had now completed the dry stone walls around the hall, and would be returning in the spring to complete the remainder of the project work, including sanding and staining the tables. He believed there would be further funding available from April and we could apply for further assistance from the team.

We had been offered two picnic benches free of charge which should be received soon.

It was agreed that the walls are looking great, and it was suggested that the other side of the entrance should be done as well.

Richard, Kim and Lisa were thanked for their work on the Grounds.

It was noted that it is likely to be three years before work begins on the Fire Station, and it was suggested that we may wish to contact Strathclyde Fire & Rescue for comment if the area detracts from the rest of the grounds.

Lisa, Seamus and Brian had met to go through the constitutions of the Hall Committee and Sports Club and would bring a proposal back to the Hall Committee, Trustees and the Sports Club. This would be reported on further at the March meeting.

Sound and Light System

John Gordon would arrange for a group to be trained as soon as possible. He would also check whether the Hearing Loop, Lights and Amplifier were all covered for the first year without the need for P.A.T. testing.

It was agreed that George Hannah should be invited to see the Hearing Loop system before he was invoiced.

Mary suggested that the Hall should purchase a CD player, which would be beneficial as any equipment brought in by individuals would have to be P.A.T. tested. This was agreed to be a good idea, and Ken offered to donate a DVD player that also plays CDs. This was gratefully accepted, and Ken would arrange with Jim.

Risk Assessment/P.A.T. Testing

John Ferris and Jim had checked out various items, and Jim would contact John F to arrange for the risk assessment to be completed.

Jim pointed out that there is a water extinguisher located near the electrics cupboard, with obvious safety implications. Jim would discuss with John F and move it if necessary.

The microwave had failed the P.A.T. test. Given its age and the relatively low cost of new models it was agreed that Brian and Janice would buy a new one.

Snagging

Ronnie Neil had provided an update for this meeting, indicating that as far as Martin Taylor was concerned all snagging had been resolved, apart from the PIRs for the toilets and the septic tank. Puraflow had returned to investigate the wastewater treatment plant and it was apparent that seawater was getting into the sump and tank, which appeared to be porous. Puraflow and TSL had been in communication, and Ronnie reported that TSL were questioning whether the heavy machinery being used on site could have caused the problem. This would appear not to be a factor, since the ground was not levelled until August.

Jim pointed out that the emergency lights in the Gents toilets were still not working.

Recycling Area

All work on this area had been completed, and looked good. Stuart Reid had sent a thank you letter to A&BC, and Brian would send one from the Hall Committee.

Chairs

Jan Whitehead had been unable to resolve this with the company, who state that we signed an order acknowledgement for the chairs that were delivered. Graham agreed to pursue this with the company, and a decision on whether to purchase the chairs with arms was deferred to the next meeting.

Outside Events

Fiona Blakey was willing to give us contacts, but could not contact people on our behalf because of other commitments. Janice offered to act as co-ordinator if required.

It was agreed that Brian should put something in Seilachan asking if anyone was interested in taking this forward, and would report back to the next meeting.

Other Business

Building Insurance - Morham & Brotchie advised that £800,000 would be adequate. It was agreed that we should check that this includes the sewage system.

Contents inventories had been completed. It was agreed that we should replace two large teapots (Jim would get in Bookers), and buy a rail for hanging tea towels on and a saucepan selection (Mary to get). Jim would provide Brillo pads, and get a first aid sticker. Jim had purchased an Accident Book, which had been placed in the kitchen with the first aid kit. Brian would contact Club Reps to ensure all groups knew about the kit and book.

The Emergency Contacts list - Jim had completed these, they were checked at the meeting, and Lisa would laminate them before they were put up.

We would purchase a local phone directory and put it in the entrance foyer.

It was suggested that we need a shelf/table to go near the phone. Pat would investigate possibilities.

The Large Hall had been cleaned by a working party on 19th January, and it was agreed that this had made a considerable difference. Jim had purchased wood floor cleaner for the machine for

the next time.

Most of the varnish had come off the Junckers floor - Brian had checked the website. According to this it should have had two coats of sealer then been buffed before handover. John confirmed there had been two coats applied. Further information required to ensure we have the correct treatment, which would be done in the summer. Mary had investigated the purchase of wide sweeper brushes and was awaiting info - she would report back subsequently.

Loft Space - the office bearers and Jim would look at this to consider what was needed before getting an estimate.

Brian had yet to get costings for room dividers.

Cupboards in the Small Hall - it was agreed to go ahead and arrange for shelving to be put in.

Outside Store - this would be taken on once issues had been clarified with the Amenities Group and Sports Club.

Wheelie bin storage - Jim would move the bin to the recycling area and see how that worked.

List of Committee members - this had been done and put up.

The Natural History Group were about to purchase a digital projector, which would be offered to other users for a small charge.

Mary suggested we purchase display boards - Brian has a catalogue to check on availability.

Jim reported that the Heritage Centre, in conjunction with local businesses, was producing a leaflet to encourage people to visit Easdale and Ellenabeich. A piece of text and photo of the Hall could be included for approximately £100. It was agreed this was a good idea. Brian would email text to Jim.

John reminded people borrowing the key from his porch that they should return it promptly so as not to inconvenience other users.

Richard would speak to Nick Bowles about getting Hall information posted and updated on the Seil Island website.

Date and Time of Next Meeting

Lisa offered to take the minutes of the next meeting which will be held on Sunday 1st March at 7pm.