

## SEIL ISLAND COMMUNITY HALL CHARITY

Minutes of monthly meeting held on Sunday 11<sup>th</sup> January 2009

Present: John Gordon, Brian Mitchell, Mary Norris, Sue Croft, Aileen MacFarlane, John Ferris, Julie Ferris, Graham Campbell, Ian MacColl, Kim Rowswell, Lisa Robinson, Christopher Dugdale, Richard Wesley.

Apologies: Janice Mitchell, Jim Watson, Wendy Dugdale.

Minutes of the committee meeting on 14<sup>th</sup> December were read and approved. This was proposed by Aileen MacFarlane and seconded by Sue Croft.

### **Finance**

Running account balance is £4422.57

Income was rents £228, electricity £50, telephone £10.10, bar (Anderson function) £378.89, interest £6.78.

Expenses were lottery £165, telephone £57.89, maintenance £17.79, cleaning & materials £157.75.

Development account balance is £23,812.29.

From this we have to deduct the retention of £14,683.

Income was interest £39.87.

Expenditure was 2<sup>nd</sup> installment of PA/lighting £2892.23, chairs £403.17, landscaping £725.52.

Club rents are now due for payment. If any clubs need an invoice, please see John Gordon.

There is £5000 in a Halifax guaranteed reserve that matures in February. It was decided to reinvest this money as a reserve for when it is needed.

The committee decided that the policy should be to keep a reserve of £10,000 for a “rainy day”.

RA Clement are finalising the accounts.

### **Lottery**

£50 Rollover (£75 next month)

£10 Alan MacAskill

£10 Alan Fothergill

£10 Robert Rae

The licence has been renewed for the lottery.

### **Bookings**

January 13<sup>th</sup> Natural History

January 14<sup>th</sup> Scottish Water

January 21<sup>st</sup> Balvicar Bay Moorings Association AGM

January 27<sup>th</sup> Community Council

February 1<sup>st</sup> Golf Club AGM  
February 7<sup>th</sup> Bowls Open  
June 6<sup>th</sup> Sleepover  
June 20<sup>th</sup> Wedding  
June 27<sup>th</sup> Wedding  
May 1<sup>st</sup> 15 tables have been hired out.  
Art Club are trying to continue to meet on Thursdays.

### **Adult Education**

Patricia Slater from Community Regeneration is currently on holiday.

### **Projects**

Kitchen heater - Jim has fitted  
Car Park Lighting - Ongoing

### **Play Area**

A letter of intent is to be sent to the council. Kim will draft a letter for the Hall Office Bearers to see, which will then be forwarded onto the council. Planning permission will be required for the play area. Kim has been in contact with several companies regarding the equipment/design of the play area. Russell Leisure will be coming to look at the area on the 26<sup>th</sup> January. Kim is waiting for replies from 2 other companies as to when they can come and see the area.

### **Grounds**

The trees have now arrived. Hopefully they will be planted this week. Walls are still being built. Walls are to be backfilled with soil. Solar lighting will be installed on top of the wall. Picnic tables are to be sanded and stained. Telegraph poles will be placed around ground for play area to prevent parking. If time allows the picnic table at the far corner of the sports field will be excavated. The Employability Team have been here for 5 weeks. We should have them for another 3 weeks. Lisa is still waiting for a reply for the Beechgrove Garden.

Ken Jones, Seamus, Lisa and Brian are having a meeting on the 20<sup>th</sup> January regarding the possible affiliation of the Hall Committee and the Sports Club.

### **Sound & Light System**

John Gordon will get a group of people together to have instruction on how to use these as soon as he has finished writing an instruction manual.

George Hannah offered to purchase the Hearing Loops and will now be invoiced.

We are waiting for the supplier to send a replacement tester for the Hearing Loop.

### **Risk Assessment/P.A.T. Testing**

John Ferris will carry out a risk assessment at the end of January/beginning of February.

A separate risk assessment has to be carried out for the Sleepover on the 6<sup>th</sup> June.

Graham Bruce has now carried out the Fire Safety checks. It was noted that the heat detector in the attic above the kitchen has not been tested. Graham Bruce will instruct

Jim Watson on how to carry out the P.A.T. testing.

### **Snagging**

The last of the snagging should be completed on Monday. Puraflow will be coming on Monday to investigate the warning light on the wastewater treatment plant. Oban Electrics are also due on Monday to complete the repairs/faults.

TSL will be in contact with Ronnie Neil when all the snagging has been completed. He will then carry out an inspection and if everything has been done satisfactorily he will issue the Final Completion Certificate and we will be due to pay the retention.

### **Recycling Area**

Sandra Duncan has now retired from A&BC and Stuart MacCracken has taken over. John Gordon and Stuart Reid have met with them and work on the recycling area is to start on Monday.

### **Chairs**

6 chairs have been delivered. They do not have the arms as required. Jan Whitehead will try and change these for the correct ones.

### **Fundraising**

Fiddlers Rally and Jazz Concert ongoing.

We are still looking for a group of people to work with Fiona Blakey on music and drama events. Kim said she would be interested, but not until Niamh has started school. If anyone knows of people who might be interested in this please get them to contact the Hall Committee.

### **New Years Dance**

There was a very good turnout. The total monies raised was approximately £1421.

Alasdair Brown and his band were very pleased with the sound. Thank you to everyone who helped in the organising of the dance and all those who helped on the night.

Lisa proposed we hold a family ceilidh on New Years Eve this year as the 10pm start at the New Years Dance is too late for families with children. This was agreed and the hall provisionally booked for Thursday 31<sup>st</sup> December.

### **Other Business**

Brian contacted Ronnie Neil regarding the buildings insurance. He thinks the sum of £784,000 could be adequate, but has passed on to Morham & Brotchie for further advice.

Contents inventory is ongoing. Mary and Janice will do the kitchen, Jim will do the cleaning equipment and fire safety equipment and John and Brian will do tables, chairs etc

First Aid Kit has now been purchased. It will be stored in one of the units in the kitchen, and a first aid sticker will be put on the door.

Jim will purchase an Accident book.

A list of emergency contacts telephone numbers is being done by Jim.

Stacks of chairs have been put in front of the emergency exit beside the stage. This space must be kept clear. Chairs can be stacked at the other side of the stage.

Comments have been made regarding the cleanliness of the large hall. As Jim and Christine are only employed for 1.5 hours per week there is not enough time to clean the large hall thoroughly. It was decided that a work party would be formed to give the large hall a good clean. This could also be done before any large events. The work party will clean the hall on Monday 19<sup>th</sup> January. Brushes are to be replaced with a better style of brush to make cleaning easier.

Brian proposed that the loft space above the toilets could be floored and partitioned to make either an office or to create more storage space. Brian will get costings for this. He will also get costings for room dividers for the small hall.

Cupboards in the small hall are still to be shelved.

Outside store needs to be fitted out.

Wheelie bin storage to be decided as it cannot be stored at front door.

Mary is to make up a list of all committee members for the notice board.

Richard Wesley asked if the hall committee would be interested in joining with the Church, who send weekly e-mails with relevant notices to its Parishioners. It could be extended to cover other events/activities on the island and sent to a wider selection of the community. It was decided that it would be trialed for a few months to judge the response from members.

### **Date and Time of Next Meeting**

Julie Ferris offered to take the minutes for the next meeting which will be held on Sunday 1<sup>st</sup> February at 7pm.