

Date and Time	Minute of Meeting 5 June 2017
Location	The Loft, Cannich Hall
Present	Alan Hood (Chair), Carrie Fraser (CF), Janes Stokes, (JS), Alex Henderson (AxH), Ele Forster (EF), Gary Butler (GB), Brad Collins (BC), Robin Sproul (RS)
Apologies	

Item No.	Details	Action
1.	Apologies	
	<ul style="list-style-type: none"> ▪ Apologies were received from Robin Sproul and Brad Collins. 	
2.	Minutes of previous meeting and matters arising	
	<ul style="list-style-type: none"> ▪ Gary to chase-up copy of Insurance Certificate with The Highland Council and obtain a duplicate certificate if necessary; check to ensure correct correspondence address. Clarify position with regards to Employers Liability Insurance. ▪ Alan to pay for Public Entertainment by BACS. ▪ FITS meter reading to be taken by 16 June 2017. ▪ Alex to obtain updated quotations for the hall flooring to ensure that they remained valid and capable of acceptance if needed. ▪ Carrie to find out whether Village Hall Grant still available. ▪ Maintenance items and the estimated cost of maintenance items going forward was discussed at some length, the purpose of the estimated cost was to establish a realistic estimate of the cost of planned maintenance activities going forward. The following maintenance tasks and estimates were identified:- <ul style="list-style-type: none"> ○ Hall floor £1.2K; ○ External doors £1.5K; ○ Internal / external painting £7.5K; ○ Push taps £0.5K; ○ Women's toilets £0.5K; ○ Boxing-off of piping in disabled toilets £.25K ▪ Doctors Surgery Questionnaire to GPs for feedback to be issued in due course. ▪ The minutes of the previous meeting held on 8 May 2017 were agreed as a true record of that meeting:- <ul style="list-style-type: none"> ○ Proposed: Alan Hood ○ Seconded: Ele Forster 	<p>GB</p> <p>AH AH AxH</p> <p>CF AH / AxH / CF – to note</p> <p>AH</p>
3.	Governance	

	<ul style="list-style-type: none"> It was agreed that a more formal approach to PAT testing may be required but before deciding whether or not to proceed on this basis it was agreed that quotations should be sought first. A final decision would be made at the next meeting. 	AxH
4.	Events	
	<ul style="list-style-type: none"> Events schedule to be discussed at next meeting. The forecast for the estimated number of bookings over the coming year to be discussed at the next meeting as some concern expressed that the number of bookings made is falling. Brad to prepare and circulate forecast before next meeting if at all possible. 	EF BC
5.	Finance and Accounts	
	<ul style="list-style-type: none"> PRS quotation not to be paid until invoice is received. NHS to be invoiced £200.00 for reception chairs plus additional 2 to AH. Brad to provide a summary of outstanding invoices for next meeting. 	EF EF BC
6.	Funding	
	<ul style="list-style-type: none"> As discussed at the previous meeting, additional finance is still required to supplement the Soibheas grant to allow for inflationary pressure. There is currently a funding shortfall of £1,187 for the hall flooring. 	
7.	Bookings	
	<ul style="list-style-type: none"> Concerns were expressed at an apparent drop in bookings and work would need to be undertaken over the coming months to establish any trends and if necessary reverse this trend. 	All to note
8.	Housekeeping	
	<ul style="list-style-type: none"> Thanks were expressed to all who had helped out during the hall-keepers recent absence. First Aid boxes to be checked and replenished where necessary. Mailbox opening arrangements to be agreed. 	JS AH / GB
9.	Correspondence	
	<ul style="list-style-type: none"> Two outstanding items of correspondence, as previously discussed, to be responded to. Gary to write to Green Highland Renewables regarding possible arrangements for the repair of the car parking area following recent heavy use of the car parking area. 	AH GB
10.	Community Development Trust	
	<ul style="list-style-type: none"> It was agreed that the first Community Development Partner Group meeting should held on Monday 26 June 2016 in Cannich Hall at 7.00pm. 	AH - all to note

12.	AOCB	
	<ul style="list-style-type: none"> ▪ It was agreed that the AGM should take place on Monday 10 July 2016 in Cannich Hall at 7.00pm. ▪ The AGM is to be publicised on notice boards etc. at appropriate locations. Alan to provide Gary with suitable AGM wording / preamble for inclusion on publicity posters. ▪ The PA system is currently not working. Alan to investigate potential options for replacement. ▪ All to look at options for the possible purchase of wall mounted collection boxes to help supplement comfort scheme income. 	<p>All to note</p> <p>AH / GB</p> <p>AH</p> <p>All</p>
13.	Date of next meeting	
	The next meeting will be held on Monday 10 July 2017 in Cannich Hall after the conclusion of the AGM.	All to note