**Balloch Community Association**

**DRAFT Minutes of Committee Meeting on Monday 30 May 2016 v3**

 **Present**: Billy Lowrie, Linda Lowrie, Jenny Card, Morven Reid, Isobel Brill and Allan Robertson. **Apologies**: none

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| **item** | **discussion** | **Action by** |
| **1.** |  | **Minutes of previous meeting on 28 April 2016** |  |
|  | 1 | Adoption proposed by BL and seconded by JC.  |  |
|  |  |   |  |
| **2.** |  | **Matters arising from minutes of previous meeting** |  |
|  | 1 | Previous minutes item 2, **Cheryl Heggie dancers**  |  |
|  | 1.1 | BL reported that Cheryl Heggie had been disappointed at not being allowed the ‘community rate’ for her hire of the Hall for rehearsing for a charity event. |  |
|  | 1.2 | The Committee agreed that in future: * all hall users would be sent a copy of the agreed draft minutes of Committee meetings with the date and time of the next meeting. MR volunteered to do this, and
* where dates and time allowed, any prospective hirer of the Hall applying for a reduced ‘community use’ hire rate would be given the chance to present their case during a Committee meeting.
 | MR + LLLL + BL |
| **3.** |  | **Let of Hall to the Highland Council as a temporary kitchen and dining room during the extension of Balloch School’s present facility.**BL reported from a meeting with the Council’s representative Bob Gray, Catering Services Officer, Care & Learning, (Catering, Cleaning & FM Service), that: |  |
|  | 1 |  - the Hall’s toilets would not be used by pupils; |  |
|  | 2 | - the Council would install the required sockets for their freezers in the former committee room; |  |
|  | 3 |  - the Council would clean the Hall floor after each day’s use; |  |
|  | 4 | - BL had gathered that the Council had found the BCA’s hire rate lower than expected.  |  |
|  | 5 | AR asked whether the Council would be sealing/treating the Hall floor after washing the floor – repeated wetting of the floor would be detrimental to the wood.  |  |
|  | 6 | BL asked MR to be the Council’s point of contact with the BCA in the event of an unforeseen need for a repair or maintenance of BCA property. After a discussion around interference with MR’s work and the probability of the Council being able to deal with such occurrences it was agreed that MR be authorised to make necessary arrangements and to incur expense on behalf of the BCA in dealing with such occurrences.JC pointed out that any work done on the cooker or cooker hood by a third party could invalidate the manufacturers’ warranties. MR’s authority as the BCA’s contact would be exercised in with this in mind. |  |
| **4.** |  | **Treasurer’s report** |  |
|  | 1 | JC distributed copies of the January to May 2016 year’s income and expenditure.These showed income of £6,078 which is more than the budget of £5,833;and expenditure of £10,597 which included £3,958 for the Hall improvement and cooker installation materials and work. |  |
|  | 2 | JC said that the Auditor had commented that there was no reason to keep written records of the accounts as well as the electronic records unless the written records were required for other reasons.A discussion included the convenience of the book copy for answering unexpected questions at meetings, the duplication of effort, and the security of keeping a written record in case of a computer malfunction.It was agreed that BL would purchase a suitably sized memory device which could normally be stored separately from the computer and hold at least the last and current years’ financial records and routine updates. He would, if required, assist in copying the files.  | JC + BL |
| **5.** |  | **Budget for 2016-17** |  |
|  | 1 | MR noted that the BCA budget for 2016 had been due to be set at the previous meeting after the AGM. It was agreed that JC and MR would prepare a draft budget for 2016 for discussion at the next Committee meeting. | JC +MR |
|  | 2 | The meeting discussed the time required for cleaning the Hall after parties and before the next booking at weekends. This included hirers being required to clean or pay for this work, including unblocking drains and toilets when required, and how the standard of cleanliness expected by the next hirer was difficult to achieve after the end of an evening’s party without supervision or checking by the BCA. The meeting agreed with IB’s comment that people making a booking or attending a party did not generally want to be responsible for cleaning their venue afterwards. All agreed that hiring a commercial venue cost significantly more. With the success of the Hall improvements in attracting more lets for parties and other functions it had become obvious that the hours and rate budgeted for cleaning were out of date. It was suggested that BL and LL could offer advice and figures to help drafting the budget for managing bookings, cleaning and setting revised private hire rates.   | LL + BL |
| **6.** |  | **Additional expenditure** |  |
|  | 1 | BL requested that two new items of expenditure should be authorised: |  |
|  | 1.1 | 5 additional tables matching the existing 5 should be purchased in response to recent party hirers’ comments. The meeting agree to this.  | BL + JC |
|  | 1.2 | The frame of the Snooker room window was now rotten. This was the only window which had not been double glazed. BL suggested that Cairngorm Windows replace it as they had replaced the others. JC requested that they be asked to quote for the work and this was agreed. | BL |
| **7.** |  | **Date of next meeting** |  |
|  |  | The next meeting would be on Monday 27 June 2016 in the Village Hall at 19.30  |  |