**Balloch Community Association**

**Minutes of Committee Meeting on Wednesday 31 August 2016** v4

**Present**: Billy Lowrie (not for item 11), Linda Lowrie (not for item 11), Jenny Card, Morven Reid, Allan Robertson, Sue Lyons (1st Balloch Rainbows), Ian Williams (Balloch CC), Les Kidgen (Culloden Moor Football and Coaching Club).

**Apologies**: Isobel Brill, Val Houston (Val’s School of Dance), Cheryl Heggie (‘s School of Dance), Cathy Biggar (Pilates), Solihin Roberts (Shubud), and Gaener Roger (Brownies).

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| **item** | | **discussion** | **Action by** |
| **1.** |  | **Minutes of previous meeting on 4 July 2016** |  |
|  |  | Adoption proposed by MR and seconded by LL. |  |
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| **2.** |  | **Matters arising from minutes of previous meeting** |  |
| **2.** | **1** | Minutes 4 July item 2.2:  The memory stick had not yet been purchased**.** |  |
| **2.** | **2** | Minutes 4 July item 3.1:    BL had postponed obtaining a quotation for the replacement of the last window for the Snooker Room. See item 3.1.1 below. |  |
| **3.** |  | **President’s Report** |  |
| **3.** | **1.1** | As item 2.2 above, BL explained that he had postponed obtaining a quotation for the replacement of the last window for the Snooker Room (see item 3.1 of the previous minutes) because of the possibility of some financial pain being felt by the BCA as a result of  (a) having to pay the Hall’s first ever water bill (the law over exemptions for organisations like the BCA having been changed by the Scottish Government last year) (a reminder invoice for £947-69 had had to be paid last month) and  (b) the possibility of a net deficit from the Council’s School Lunch let because of repairs being needed for kitchen doors which had been damaged by trolleys. |  |
| **3.** | **1.2** | BL noted that other water providers of water were available as was paying for water by meter.  AR pointed out that separate sewerage services were also included in the bill and that the rates for metered water were tiered and set so that the full non-metered charge was paid in the first weeks of each year – comparison with other providers was not simple.  AR reported that full exemptions and refunds were available. The most appropriate for the BCA would be to become a recognised Charity. He had made this type of application in the past and had already made some preliminary enquiries.  BL said that he should carry on with that application. | **AR** |
| **3.** | **1.3** | LL’s description of the repairs required because of damage by the Council led to an agreement that the Council had to make good any damage.  MR reported that the Council had agreed to this prior to this prior to the let commencing. | **MR** |
| **3.** | **2.1** | BL reported that the Council’s contractor for the School extension would not be requiring access along the southern gable of the Hall and therefore would not be obliged to leave the area kerbed and covered with gravel as previously agreed.  MR reported from a later meeting with the Council that as a gesture of goodwill the Council’s contractor would still carry out that work. |  |
| **3.** | **2.2** | As the BCA’s rep in dealings with the Council, MR had agreed with the Council that:  - the server trolley and fridge could remain in the small hall as they appeared to be in nobody’s way; and that  - the School’s benches and tables could remain in the large hall overnight if the bookings sheet on the notice board in the Hall lobby showed there were no other bookings. |  |
| **3.** | **3** | Regarding conflicting comments received by some members of the committee regarding the effects on other users of the Council’s School Lunch let BL considered that detailed consideration by the committee was not warranted.  JC noted that all had been satisfactory for the Brownies’ use directly before the meeting had started. |  |
| **3.** | **4** | Similarly, BL considered that as nobody appeared to be disadvantaged by some Council equipment being left in the small hall, the subject of additional payment by the Council need not be discussed. |  |
| **4.** |  | **Treasurer’s report** |  |
|  |  | JC reported the bank balance was £9,698-18, a reduction from the £10,339-41 reported on 4 July.  In reply to a question she said that the income from the lets to the Baptist congregation before their own church had been built had amounted to more than £2,000 over their period of their lets. |  |
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| **5.** |  | **Replacement Cleaner** |  |
| **5.** | **1** | **Commercial contractor**  MR reported that she had not been able to arrange a commercial contract. |  |
| **5.** | **2** | **Prospective candidate**  BL noted that LL’s services had terminated on 31 August but that he had been talking to a Ms Alison Melville who was able to start immediately. She had been recommended by a previous committee member, June MacKinnon. He recommended that the rate of pay should be more than the previous cleaner’s. |  |
| **5.** | **3** | **Rate of pay**  MR said that commercial cleaners were charged out at about £12/hour.  LK said that the actual cleaners did not receive that and that his office cleaner was paid £8-20/hr.  BL said that Ms Melville expected £9-50/hr (the previous cleaner got £8-00/hr) as a self-employed provider of the service.  LK considered that as self-employed that could be reasonable as it reduced the BCA’s admin of tax, National Insurance, etc. |  |
| **5.** | **4** | **Insurance**  MR said that if self-employed the cleaner ought to have her own Public Liability Insurance to protect the BCA.  BL thought that that would be an unfair penalty for a poorly paid cleaner – it hadn’t been required since the Council had the cleaning contract.  MR said that the annual premium would be a 1-off payment of about £30 or £40.  After BL had left the meeting for the final item the remaining members agreed that Public Liability insurance ought to be provided to protect the committee and the BCA and that the BCA could refund the initial premium to avoid hardship. |  |
| **5.** | **5** | IW advised that the BCA confirm that the BCA’s insurance through the Highland Council covered a self-employed cleaner.  BL said that it did, under the Employer’s Liability insurance, for anyone working on behalf of the BCA. |  |
| **5.** | **6** | **Hours of work**  In answer to a question from JC LK replied that his office cleaner had no set hours but worked as the work-load required.  LL considered that between 8 and 6 hours per week would be required depending on the usage of the Hall  BL reported that LL had discussed the work with Ms Melville who said that she would be able to work on weekends if required. |  |
| **5.** | **7** | **Offer of employment**  BL summarised a short discussion saying that a PVG check on a cleaner would not be required as there were always qualified people present and in charge of children when children attended activities in the Hall.  The committee agreed that BL should meet Alison Melville and offer her the cleaner’s post for a trial period at the rate of £9-50/hr |  |
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| **6.** |  | **Dealing with an unsatisfactory condition of the Hall at the end of a let** |  |
| **6.** | **1** | Minutes 4 July items 6.2.2, 7.1 and 7.2 also refer.    BL pointed out that the suggested “tick sheet” would have to be checked at the end of a party. This would involve the Convenor or someone else having to deal with the person who hired the hall and explain why their deposit would be withheld – a delicate issue to be resolved.  SL suggested that the joint inspection of the Hall’s condition could be made on the following morning rather than at the end of an evening’s booking.  BL cited the previous weekend when he and LL had found tables heaped instead of being stacked neatly on trolleys. This would have been difficult for a lone cleaner to sort out.  He said that on only one occasion had a deposit been withheld and the ensuing arguments resulted in the deposit being released. Since then all deposits had been released.  BL concluded that the tick sheet proposal would only work if it were enforced, possibly requiring evidence of any unsatisfactory condition of the premises to be recorded and repeated the previous minutes’ report of the blocked toilet and the hinge pin stolen from the toilet seat. |  |
| **6.** | **2** | LK suggested that CCTV could provide the required evidence to demonstrate that a deposit should be retained. This led to a discussion of people’s sensitivity towards CCTV and legal restrictions where children could be filmed. |  |
| **6.** | **3** | BL reminded the meeting that party bookings had been ‘chased’ in order to increase the income from the Hall. |  |
| **6.** | **~~4~~** | A summary of various suggestions were offered by the meeting for covering the cost of extra cleaning after parties is:  - include a cleaning charge in the hall lease fee, it would not deter a prospective customer willing to pay a let fee of £180;  - the joint tick-sheet inspection could be the following morning;  - raise the let rate to £30/hr for all lets;  - raise the let rate for lets of the whole facility for late evening/party bookings;  - removing the cleaning supplement could be at the committee’s discretion. |  |
| **6.** | **5** | No decision was made |  |
| **7.** |  | **Balloch Village Trust – request for storage space** |  |
| **7.** | **1** | IW said that the BVT required storage space for some display boards used at exhibitions. |  |
| **7.** | **2** | LK said that there was room in the trailer being used for the toddlers’ toys during the School Lunch let. |  |
| **7.** | **3** | BL and LK both saw this as similar to the BCA’s and the Culloden Football Association’s requirement for covered storage and security.  The possibility of a suitably partitioned steel shipping container, clad or un-clad, was mooted as a replacement for the FCA’s shed when it was returned after the departure of the Council’s School building contractor. A shipping container would require Planning Consent. |  |
| **7.** | **4** | LK said that he would enquire about the price for a 10 foot container and associated costs of partitioning for multiple users etc. |  |
|  |  |  | **LK** |
| **8.** |  | **Asking the community what it would like from the BCA** |  |
| **8.** |  | This item continues from item 3.6 of the minutes of 4 July 16 and BL’s reports on the decline of Snooker Club membership to the present 24 of whom only 10 were from the Village. |  |
| **8.** | **1** | SL asked whether the Snooker Club had been advertised to which BL replied that it had been advertised repeatedly. |  |
| **8.** | **2** | Suggestions for asking the community for its views and suggestions included:  Sending/handing out letters, put it on the BCA Web page, ask/ leaflet members of other clubs/ users and user groups and their parents, School parents, and door-stepping and leaflets. |  |
| **8.** | **3** | MR said that she would ask for the results of the BVT’s last survey. |  |
| **8.** | **4** | BL said that the discussion would be continued at the next meeting | **MR** |
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|  |  | **Defibrillator** |  |
| **9.** |  | MR reported a policeman and a paramedic, who were on a campaign for defibrillator positioned in the hall for emergency first aid use, had inquired about the hall being used in their campaign.  They would do all of the work if they could use the Hall free of charge. |  |
| **9.** | **1** | The meeting agreed that this and training in the use of a defibrillator were worthwhile public benefit uses of the Hall. |  |
| **10.** |  | **Remaining Agenda items** |  |
|  |  | After agreement on the date and time of the next meeting BL said that the other items on the agenda could be dealt with at the next meeting.  He and LL then left the meeting to allow the Convenor’s Remuneration to be reviewed in their absence. |  |
| **11.** |  | **Review of convenor’s salary** |  |
| **11.** | **1** | **Considerations**  - The commitment of LL to the work over recent years could not be ignored and also there would be an expectation of an increase.  - The present salary for the Convenor had been set in the context of a Hall annual income of just over £21,000.  - Hall income from lets had fallen over the year to date. It was not obvious whether this had been directly reflected in the Convenor’s work load – recent meetings had not included a report from the Convenor and BL had refused to provide any information requested to help with the review.    - The present salary of £2,700 had resulted from a significant reduction being made on the previous Convenor’s salary.  - The previous salary had been made up of fixed and Hall-income-related sums.    - Item 3.1.1 above, which indicated a need for caution. |  |
| **11**  **11.**  **11.**  **11.**  **11.**  **11.**  **11.** | **2**  **2.1**  **2.2**  **2.3**  **2.4**  **2.5**  **2.6** | **Decision**    - There would be no increase in the Convenor’s salary at present.  - An additional payment would be made at the end of the BCA’s financial year if the Hall’s income for the year exceeded a total of £21,000.  - The additional payment would be 20% of the amount by which the Hall’s income for the year exceeded £21,000.  - In calculating the “Hall’s income for the year” the Council’s School Lunch let would be disregarded.  - The calculation of the additional payment would therefore reflect the work carried out by the Convenor in all bookings except the Council’s School Lunch let, and that the work of a convenor with respect to the Council let was carried out by the Vice-President.  The Convenor would report to committee meetings on enquiries and bookings, her activities and the time spent on her/his work to aid with budgeting for income and expenditure. |  |
| **12.** |  | **Next meeting** |  |
|  |  | The next meeting will take place the week commencing Monday 3 October 2017. The date and time will be confirmed when the agenda is issued. |  |
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