**Balloch Community Association**

**DRAFT Minutes of Committee Meeting on Tuesday 22 November 2016** v 4

**Present**: Morven Reid, Jenny Card, Janis MacLean (Convener), Ian Williams (BCC) and Allan Robertson

**Apologies**: Isobel Brill, Sue Cowe (Ness Quilters), Cheryl Heggie (School of Dance), Jo Berkley, Caren Grant (child minding), Les Kidger (football), Sue Lyons (1st Balloch Rainbows) and Solihin Roberts (Shubud),

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| **item** | **discussion** | **Action by** |
| **1.** |  | **Resignation of the President** |  |
| 1. | 1 | MR referred to the sudden resignation on 7 November 16 of Billy Lowrie as President and said that as Vice-President she proposed to chair this meeting. |  |
| 1. | 2 | It was unanimously agreed that it was appropriate for the Vice-President to chair the meeting and that she should continue to carry out the duties of President until and during the AGM in March 2017.  |  |
| 1. | 3 | MR welcomed to the meeting Janis Maclean who had been appointed as Convenor on 13 October 16. See also item 4.4 below.  |  |
| 1. | 4 | It was agreed that the Committee should find a way of thanking Billy Lowrie for the work he had done and the time he had dedicated to the BCA as president and for the maintenance and improvement work he had carried out on the Hall over the last 6 years. | **All** |
| **1.** | **5** | **Allocation of work previously done by BL** |  |
| 1. | 5.1 | Entertainment licenceMR noted that the entertainment licence ran till 2017 and that BL, MR and JC were named on it. She would speak to the Council’s Mike Elsy and get any relevant information relating to the BCA corrected.  | **MR** |
| 1. | 5.2 | Gas – find out what the gas supplier requires and provide it.Fire extinguishers – supplied by MacGregor? – what is required?Fire Alarm – Who supplied? Who services and tests? What is required? | **AR****AR****AR** |
| 1. | 5.3 | The cooker which was removed and replaced when the present cooker (sponsored by Scott-mid) was installed – where is it stored? / proceeds from sale?  | **AR** |
| 1. | 5.4 | AR would also contact BL regarding transferring to a cabinet in the Hall all of the documents which BL had received from his predecessor, George Riddell.  | **AR** |
| **1.** | **6** | **“executive committee”** MR referred to an “executive committee” (for want of a formal term until a SCIO application is made) of regular meeting attendees familiar with current business, as being the office bearers and IW, Sue Lyons, the Convener, and a co-opted member Matt Tyler (for his experience with Signpost and with OSCR requirements).They would be consulted by MR if a question arising between committee meetings would benefit from a consensus before response.The meeting agreed with this expedient. | **All** |
| **1.** | **7** | **Key holders** |  |
|  |  | The large hall’s heating stopped working one evening and access to the boiler through the Snooker Room was required. One weekend a hirer phoned members of the committee rather than “Balloch Hall” to arrange entry. It was agreed that full sets of Hall keys would be issued to MR, the Convenor, JC and AR. | **MR** |
| **2.** |  | **Minutes of the previous meeting on 6 October 2016** |  |
| 2. | 1 | Adoption proposed by IW and seconded by MR.  |  |
| **3.** |  | **Matters arising from minutes of previous meeting** |  |
| 3. | 1 | Previous minutes item 3.2 – AR had met the Council’s representative in place of MR to discuss the repairs required as a result of the School Meals let. He would report to the next meeting. | **AR** |
| 3.3 |  | Previous minutes item 3.3 – IW reported that the ambiguity had been removed. | 3.3 |
| 3. | 2 | Previous minutes item 4 – MR said for completeness it should be recorded that BL ought to have advised the meeting that the previous Convenor’s salary had been increased in Feb 2015 to £2,700 pa. A bonus paid on 18 Feb 15 had effectively backdated that rise so that the Convenor had been paid at the rate of £2,700 pa for 2 years: this was all in accordance with MR’s e-mail message dated 9 Feb 15 and is corroborated by the Treasurer’s records.  |   |
| 3. | 3 | Previous minutes item 10.3 – a copy of the Snooker Club’s constitution had not been received. AR would request that from BL. | **AR** |
| 3. | 4 | **Point of order** – IW suggested that in future “matters arising” should be restricted to items marked for someone’s action and that if any discussion required could be dealt with at the time or under AOCB. The point was accepted and it was agreed that attendees ought to read previous meeting’s draft minutes before a committee meeting, obviating going through the previous minutes item by item during a meeting.  | **All** |
| **4.** |  | **Treasurer’s report**JC tabled her summary of the previous month’s business and noted that with BL’s help the signatories of the BCA’s bank account had been updated: cheques are now to be signed by both MR and JC.JC mentioned that from previous experience the bank, BoS, could still query this later. |  |
| 4. | 1 |
| 4. | 2 | The latest bank balance was £9,016.19Income for the period £1,210.00 Expenditure during the period £1,472.92 For the period of the School Meals let the charges for energy were: Electricity £ 584-95, Gas £ 189-25. These can be compared with  £ 208-57, and £ 320-89 for the same period last year.  |  |
|  |  | *(Minutes for 28 April 16, item 3.6 refers)* |  |
| 4. | 3 | JC said that as instructed she now has the gift voucher for L Lowrie. |  |
| 4. | 4 | JC proposed that MR should be recompensed for the way she immediately took on the role and duties of Hall Convenor following the sudden resignation of Linda Lowrie from the post (Minutes of 6 October 16, item 7.1 gives the background.) until the present Convenor was appointed.JC considered that MR should receive the equivalent of the Convenor’s salary for the whole period of her service and proposed an ex-gracia payment of £350.The meeting, excluding MR, agreed.  |  |
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| **5.** |  | **Convenor’s report** |  |
| 5. | 1 | JM reported that there were more potential party bookings for the Christmas period since the approach by pupils from Culloden Academy for an “After Party” to be held in the Hall after the Academy’s Christmas dance. |  |
| 5.5.5.5.5.5. | 234567 | To date there had been no formal booking made for the “After Party” since MR and JM met the boys who had made the approach. It was understood that those boys had met the Academy’s rector and the local policeman and had no objection to parents being involved.In e-mail discussions following the boys’ approach the committee appeared to have reached a consensus that the “After Party” could be in the Hall if certain conditions were met. Those conditions had not been formalised but it was intended that a list of conditions would be agreed by the committee before the booking would be accepted. JM said that in the past there appeared to have been a range of conditions applied to lets for parties that were similar to the above “After Party”. So-called “fund raising parties” which had attracted little attention from the committee were not dissimilar in nature or attendance to the proposed “After Party”.Different groups paid different rates and raised different concerns. The meeting noted that the BCA’s “blanket ban” on Academy pupils’ end-of-term parties had resulted from bad experiences in the past: pupils knew that.It was agreed that MR and JM should meet and rationalise the conditions of let for evening parties.The meetings discussion and the previous e-mail discussions of conditions that should apply to the “After Party” over-lapped and included: - The booking should be made by an adult; - Six parents should be in attendance and should sign up in advance;- Door Stewards should continuously be in attendance (duties /  responsibilities to be specified); - Deposit of £400 in cash or if by cheque then in plenty of time for clearing  before the event;- Duration and fee for the let;- Payment of the door stewards, deposit, and let fee would be made in  advance;- On the night of the event the doors would not be opened until the parents  and the bouncers were all present.   | **MR JM** |
| **6.** |  | **Charitable status** |  |
| 6. | 1 | The BCA Special Meeting on 14 November 16 to discuss the committee’s proposal to apply for the BCA to become a Scottish Charitable Incorporated Organisation, or SCIO, appeared to have been a success. Jay Muirhead of ‘Signpost’ had been thanked for her presentation. Twenty-six people had attended and at the end of the meeting there was unanimous agreement that the application should be made. |  |
| 6. | 2 | AR said that he hoped to have a draft of the “Draft Constitution” ready for consideration in about a week. (**Post meeting note** – The BCA now has a copy of the deed of the land given by Mr Goodbody in 1979 to the Trustees of Balloch Community Association and a copy of the deed of trust governing the Trustees’ use of the land.)  | **AR****All****to note** |
| **7.** |  | **Hall cleaning** |  |
| 7. | 1 | It was accepted that the cleaner could not clean the floor of the hall before every user.MR and JM would find a way to require all users to scissor-mop the floor of the halls they used before they left.MR and AR had firmly held but differing views on the advisability and need for floors to be wet washed/mopped because children would be playing on them. | **MR, JM**  |
| **8.** |  | **Storage** |  |
|  |  | The BVT’s request for storage space for some items had been solved by giving up space in the former committee room.The School had found space for storing its new portable stage. |  |
| **9.** |  | **What the community wants of the BCA.** |  |
|  | 12 | At the SGM on 14 November those present were asked what else the BCA ought to be doing for the community. When no suggestions were made MR had asked that if people had any suggestions that they should put a note in the ‘suggestion box’ near the main exit.MR reported that she had a copy of the BVT’s survey of needs carried out some years previously.IW reported that fundraising for the play park should be finalised by Christmas. Construction should be completed by the summer of 2017. |  |
| **10.** |  | **Maintenance** |  |
| 10. | 1 | AR had not yet had Inverness Flooring inspect the floor of the large hall in order to make recommendations for care and maintenance.JM advised that the large hall was generally free from 12.00 till14.00 on weekdays. | **AR** |
| 10. | 2 | Now that the building work at the School was finished AR would investigate the possible cause of the vertical cracks close to both fire exit doors on the Barn Church side of the Hall.Thereafter he would contact the Council’s insurance department.  | **AR****AR** |
| 10. | 3 | On Friday evening 11 Nov 16 while the Bowling Club were in the Hall the heating stopped working. It transpired that the reason was a blown fuse in the electricity plug that supplies the pump etc. Mr Reid found and corrected the fault. The BCA’s contractor Korrie inspected the installation the following week and reported that no other fault could be found.Korrie remarked that gas boilers can need replacing after 10 years. | **for Budget 2017** |
| 10. | 4 | MR pointed out that the collapsible bollards in front of the main Hall door could be a ‘trip hazard’ when collapsed. It appeared that one of them would not remain vertical. The keys would have to be found. BL? | **AR** |
| 11. |  | **Social media training** |  |
| 11. | 1 | None of the committee had yet taken part in the suggested training through Citizens Online. | **MR** |
| 11. | 2 | MR pointed out that the BCA would have to register with the Information Commissioners Office under the Data Protection Act. | **MR** |
| **12.** |  | **Demise of the Over 60’s Club** |  |
|  |  | AR reported that the Over 60’s Club had had its final meeting in the Hall. After trying for 10 years the present chairman had not been able to find anyone to take over organising meetings, outings, etc. With almost 20 members and a history of at least 30 years AR felt that it was an institution which filled a gap in the community and suggested that the BCA could be able to help it to continue. He had discussed that and the possibility of perhaps the Balloch Baptist being able to help with the Club’s chairman who agreed that either of those options was better than the Club vanishing. It was agreed that AR could speak to the Church.  | **AR** |
| **13.** |  | **BCA - BCC - BVT joint working group** |  |
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|  |  | It had been suggested that liaison between the Village Trust, the Community Council and the Community Association could be closer on subjects of common interest.It was agreed that someone from the BCA committee should attend a joint meeting when such a subject arose. | **IW, MR** |
| **14.** |  | **Christmas decorations** |  |
|  |  | JC asked when the Hall’s Christmas tree and other decorations could be put up. She would find out where the equipment was stored.MR mentioned 3rd Dec and said she would put an email round hall users asking for volunteers. Saturday 3 December 16.  | **JC** |
| **15.**  |  | **Next Meetings** |  |
|  |  | The provisional time and dates of the next committee meetings would be **in the** **Hall at** **7.00pm Thursday 12 January 2016**,and then Thursday 9 February and Thursday 9 March.  | **All** |