

## **Minginish Community Hall Association**

Minutes of the Committee Meeting held on Thursday 27<sup>th</sup> May 2010  
at Minginish Community Hall

The meeting opened at 7:30pm with a quorum present.

### **Present:**

Jim Hewson  
Claire Campbell  
Lesley Hellon  
Nick Duffill (Secretary)

### **Item I: Apologies**

Apologies were received from David Oliver.

### **Item II: Previous minutes**

The minutes of the previous meeting were approved.

### **Item III: Open actions from previous minutes**

A quotation has been obtained for tarmacing of the access track from the road to the car parks, including kerbing, for £14,685+VAT. To lay tarmac to the main car park and the overflow parking area was a further £8,000 each. It was agreed that tarmacing the access track would be a good investment, but that laying chippings to the overflow parking area would probably be sufficient to prevent it becoming impassable in wet weather. Claire will ask for a price to lay chippings to this area, to join up with the main car park. There have not been any real problems with the main car park that would require its improvement with tarmac. Nick stated that he would abstain from voting on the tarmacing of the access track, as the tarmacing between the road and the gateway to The Rowans would indirectly benefit his property, creating a personal interest. As there was only one other director at the meeting, it was agreed to put this to the other directors before the next meeting.

Claire has spoken with Sandy Leahy and invited her to select a date for an event at the hall to gauge interest in a book club. The hall will not charge for an introductory event that could lead to formation of a new user group.

Lesley reported that a requirement to have experience as an electrician in order to carry out PAT testing means that she will not be able to take this forward.

Alastair and Nick have secured the ceiling hatch in the main hall, and the sound deadening panel has been put up. Thanks are due to Alastair for the loan of his scaffolding. The sound deadening panel reduces the reverberation in the main hall from about 5 seconds to between 3 and 4 seconds, so is a useful improvement, but further measures are still needed. The hanging rail for the banners is in now place, and the banners themselves are in progress.

The double funding for the sports flooring has been returned to the Gannochy Trust.

Nick has written to OSCR explaining the reason for retained funds during 2008/9, and Donald Rankin has also called them. He has stated that he will re-draft the accounts for 2008/9 without charge, to adjust the way that grant funding is accounted for, so that it is consistent with OSCR requirements. Their enquiry is now believed to be closed.

Companies House have been notified of the changes in directorships following the 2010 AGM.

Record Doors have quoted a price of £1400 to install a UPS (uninterruptible power supply) for the electric door. However, they say that it will not necessarily extend the lifetime of the door nor make it more reliable. Since they suggested that a UPS would help to protect the door against power cuts, and now seem to be suggesting that it will not do this, it was agreed not to take up their quotation. They have also quoted £500 per year for an annual maintenance contract, which includes one site visit per year to check that the door is operating correctly. However this does not extend the warranty, so we would still have to pay for any repairs. This was not what we hoped to achieve with a fixed price maintenance contract, but it appears that they do not offer what we need.

A meeting between Thomas Wilson and Alasdair Alldridge on 20<sup>th</sup> May was also attended by Nick. Alasdair Alldridge inspected the item that required adjudication by the architect and has cancelled some of the issues as snags. In particular, the fixing of the acrylic panels was arranged outside the contract so is not a construction contract snag. Thomas indicated that despite this having been done to the instructions provided by the manufacturer, he agrees that the fixing is inadequate and is willing to try again with a different kind of adhesive. Most of the other items are either done or are in the process of being done. The floor contractor will replace the doorway thresholds as a snagging list item. Some of the other items are extras and will be source by Thomas and added to the final invoice. The end of the defect liability period is 21<sup>st</sup> June, when the Quantity Surveyor will issue a "certificate of making good defects" and the contractor will be allowed to invoice the retention amount. Any defects that were notified but not corrected, which subsequently become problems, will still be repaired under warranty as "latent defects". A copy of the architect's instructions to Thomas Wilson is available on request.

#### **Item IV: Follow-up from 2010 AGM: expenditure prioritisation**

Feedback forms have been received from the keep-fit group, the drama group, the five-a-side football group, SWRI and the craft group. Some groups have suggested items that will benefit their group only, and others have suggested items that will benefit many users. The five-a-side

group already have some access to funding. The MCHA committee's own suggestions include additional storage space to replace the containers and gym equipment.

Claire suggested that the sports-related groups could join together to make a "Minginish Sports Club" umbrella organisation with a constitution and a bank account, as a vehicle for seeking funding for smaller items of equipment. Jim agreed to look into this.

The next step is to call a meeting of group leaders to help prioritise the expenditure. This was not finalised during the meeting but should be resolved before the next MCHA meeting.

### **Item V: MCHA Newsletter**

Jim tabled a draft of the next newsletter and suggested that it would work better printed double-sided in colour, rather than single-sided in black and white, to improve the photos. It may be possible that local companies will be willing to advertise in the newsletter to support the printing costs. It was agreed to make a trial with colour printed newsletters to determine the actual cost.

### **Item VI: Public web site**

Steve Johnson submitted a quotation for work on the web site, which was accepted since the last meeting. He has recreated most of the current web site pages on Spanglefish, and has assigned pages for each of the group leaders to edit. The calendar will be split into two – a page for public events, and a separate page for regular user groups, so that the user group listings do not swamp a combined calendar. Nick is to contact the user group leaders and instruct them on editing their group pages.

### **Item VII: Any other business**

Thomas Wilson has advised us that the septic tank should be registered with SEPA. Since this requires some technical details known only to the surveying engineer, so we will need to contact them to complete this. The one-off cost for registration is about £80.

The invoices and bank statements for 2009/10 have been delivered to Donald Rankin so that the next set of accounts can be prepared.

### **Item VIII: Next meeting**

The next meeting will be 7:30pm on Thursday 24<sup>th</sup> June at Minginish Hall.

## Ongoing actions and actions arising

- David to obtain additional locks for the outside notice board - ongoing
- David to investigate possible solutions for a lighting & curtain gantry system - ongoing
- David to draft a short brochure for promoting the hall as a venue for external events - ongoing
- Claire to obtain a price for laying chippings to the overflow parking area.
- Ray to put up a shelf for the DVD player and Sky box - ongoing.
- Alastair to invite the wind turbine consultant to the next committee meeting - ongoing.
- Alastair to compile a list of portable electrical equipment that will require PAT testing - ongoing.
- Alastair to contact local electricians for PAT testing quotations - ongoing.
- Alastair to arrange for bank statements to be sent to him – in progress.
- Alastair to arrange for Nick to be a cheque signatory – in progress.
- Alastair to obtain a quotation for moving the power sockets in the Preshal meeting room - ongoing.
- Nick to liaise with John Kelly on the wiring of the Preshal room for video and audio – ongoing.
- Nick to contact the flooring contractor to check their recommended treatment processes.
- Nick to investigate prices for a floor polishing machine.
- Nick to contact group leaders to arrange instruction on editing their web pages.
- Nick to complete the registration of the septic tank with SEPA.
- Jim to research into places where the hall could be promoted as a venue for external events – ongoing.
- Jim to compile the next edition of the newsletter, with support from Claire – ongoing.
- Jim to look into the formation of an umbrella sports club to cover all sports-related groups at the hall.