

Minute of the ENKCA Board meeting held on Wednesday 11th October 2017

Present: Philip Jenkins (Chair), Marianne Jenkins, Debra Ritchie, Andy Blackie, Charlie Brown	Action
<p>1. Welcome & Apologies</p> <p>There were no apologies for absence</p> <p>2. Finance</p> <p>The cash book had been sent with the agenda to Board members. The only outstanding bills are the web page which will be covered by the Leader grant and to Alliance Electrical for their work on the emergency lights.</p> <p>3. Business development</p> <p>a) Resilience centre –</p> <p>Philip has emailed Angus Council about the road signs and will contact them again.</p> <p>Philip will complete the end of grant report for Leader and submit this once the invoice for the web page has been received. This should be complete by early November.</p> <p>The new application to Leader for Room 1 is almost complete. Andy and Philip will finalise this.</p> <p>Neil McLeod had offered to arrange the launch for the Resilience Centre. Debra will ask him to go ahead with this but to check with Marianne first that the hall is free before deciding on a date and time. ENKCA will reimburse Neil for any costs involved. The Board thanked Neil for the time and expertise he has given to creating the Resilience Centre.</p> <p>4. Policy & Admin</p> <p>Marianne noted that the Entertainment Licence for the hall did not need to be renewed this year as a three year licence was bought last year. Philip will set up a reminder on the hall computer so that the renewal date is not overlooked (December 2019).</p> <p>Once the accounts have been registered with OSCR Marianne will apply to the water exemption scheme for the hall.</p> <p>Andy and Marianne have completed a risk assessment for fire safety. Andy will order 10 fire notices and a fire assembly notice which needs to be displayed outside the hall. Marianne will remind frequent users of the hall that they must hold two fire drills per year.</p> <p>P.A.T. testing still requires to be done on small electrical equipment.</p> <p>Marianne has checked all documents re booking the hall and these are now on the web site. Marianne will email the web designer to ask him to change the booking form on the web page to a word document.</p>	<p></p> <p>PJ</p> <p>PJ</p> <p>AB/PJ</p> <p>DR</p> <p>PJ</p> <p>MJ</p> <p>AB</p> <p>MJ</p> <p>MJ</p>

<p>5. Lettings and events</p>	
<p>The hall has been booked for several private hires over the next three months which will raise between £500 and £650 for the hall.</p>	
<p>6. Communication</p>	
<p>The web page is now completed and training will be provided by the web designer. Philip will advise the Board of the date.</p>	PJ
<p>7. Buildings maintenance</p>	
<p>Andy will buy CO and CO₂ monitors which have kite marks. Marianne will add these items to the weekly check lists.</p>	AB MJ
<p>The majority of the roof has been waterproofed but there is a section that still requires to be done. Andy reported that a cherry-picker will cost approximately £170 per day. While the roof is being repaired the chimney can also be repaired.</p>	AB
<p>A change to the flushing valve system could reduce noise in the gents' toilets.</p>	
<p>It was decided to defer other improvements to the hall until next year.</p>	
<p>Andy had spoken to the land manager of the fields adjacent to the hall about the issues with drainage. He will mention the need to buy land for a car park to the agent.</p>	AB
<p>Andy will arrange for one of his labourers to clean the decking area at £9.50 per hour.</p>	AB
<p>The markings for the disabled bays have been re-painted.</p>	
<p>8. A.O.B.</p>	
<p>The AGM will take place on 17th November at 7.30pm. Debra emailed John Hamilton about the accounts and he said he will have them finalised by then. Invitations will go on Facebook, the hall screen and via email. Cheese and biscuits will be served with wine, tea and coffee.</p>	
<p>Debra reported that new Data Protection legislation will come into force in May 2018 and we cannot send newsletters including via email without permission. An email will have to go out prior to May asking everyone to give permission and then a new mailing list can be created.</p>	
<p>The cost to recover chairs with vinyl is £35 each. ENKCA will pay for full roll of vinyl and gradually recover all the chairs that are in poor condition.</p>	
<p>Andy will buy a safe for the hall</p>	AB
<p>10 Date of next meeting</p>	
<p>The next meeting is the AGM on 17th November</p>	

