

Minute of the ENKCA Board meeting held on Monday 30 th April 2018	Action
<p>Present: Philip Jenkins, Marianne Jenkins, Debra Ritchie, Charlie Brown, Andy Blackie</p> <p>1. Welcome & Apologies There were no apologies for absence.</p> <p>2. Finance</p> <p>a) Update of financial position Debra had sent the cash books spreadsheet with the agenda. These showed a small surplus in the previous financial year.</p> <p>b) Cheques and ink stamp The bank was now refusing to accept cheques payable to ENKCA. It was agreed to buy an ink stamp with the full name on it. This was cost approximately £22 from Astute – Philip will order one.</p> <p>3. Business Development</p> <p>a) Room 1 – costings and schedule of work Philip had handed the quotes for the work to Andy who is liaising with contractors. Angus Leader will inspect the room on 14th May but we have permission to start the project. The therapy couch identified is not available so Philip brought details of a similar one. It was agreed to order this instead.</p> <p>b) Land acquisition Philip reported that Muirhead and Birkhill Community Hall has funding to renew its car park. Andy has spoken to the owners of the field adjacent to the hall and was given permission to go onto the land to deal with the drainage issue after 15th May. He has discussed leasing some of the field to use as a car park. They are currently considering the proposal.</p> <p>4. Policy & Administration The muster point sign has arrived and PAT testing completed. There is a list of the electrical items that have been checked. Philip has contacted SSE twice to arrange for the generator connection to be tested but they have not returned the calls. The Kirriemuir Fire Officer is still to offer dates when he can come to the hall.</p> <p>5. Lettings / events There are not as many lettings as there were last year, Marianne said other halls are reporting the same. Andy will organise a meal night later in the year.</p> <p>a) Dundee rep The Dundee Rep will be coming in June to perform “The 39 Steps”. We have 80 tickets which are selling well, more can be made available from the Rep if required. Volunteers are required to help take tickets, serve strawberries and cream and serve of the bar.</p> <p>b) Afternoon Teas Marianne had prepared a rota sheet for the August Afternoon Teas. She will ask for volunteers to help on the four Sundays and to set up on 3 Saturdays and 1 Sunday morning. She was considering having a tombola instead of a raffle. Andy will put up a poster on Facebook when it has been designed.</p>	<p></p> <p>PJ</p> <p>PJ</p> <p></p> <p></p> <p></p> <p></p> <p>MJ</p> <p>AB</p>

<p>c) Store room trolley Philip suggested labelling the shelves in the trolley with the names of the user groups. Each group will have responsibility for using their own shelf and keeping it tidy.</p>	
<p>6. Communication a) GDPR Charlie will send out an email via Mailchimp asking everyone to reply to say if they are willing for their data to be kept for future emails. They must reply before 25th May or we will not be able to send emails to their address until they give permission.</p>	CB
<p>b) 12m HDMI cable Philip suggested buying a 12 metre HDMI cable for the computer. He will consider the need for it over the coming months. Charlie had contacted Sound Control about radio mics. It was agreed that Charlie should enquire about the price of a dual wireless microphone system, one hand-held and one head set or equivalent.</p>	CB
<p>7. Buildings maintenance a) Garden Club Andy has sprayed the areas that require it and the wild-flower seeds will be planted at the back of the hall on Wednesday 9th May by the Garden Club members. Shrubs will be planted in the land at the side of the hall and bark laid on top.</p>	
<p>b) Roof leaks This continues to be a problem. Andy has ordered larger washers and is hopeful this will solve the problem.</p>	
<p>c) Stains on walls The main hall needs to be re-painted. Andy will try to arrange for this to be done in July.</p>	AB
<p>d) Gents toilet floor Whittons will be asked to deal with the issue with the floor</p>	
<p>e) Spring clean The annual clean will take place on Saturday 16th June 10am – 4pm. Soup and tray-bakes will be provided.</p>	
<p>Andy will ask E&A Flooring to see if the main hall floor needs to be treated. If so he will try to arrange for it to be done after August.</p>	AB
<p>8. A.O.C.B. a) Disposal of books Andy will look into recycling of the books as there are too many in the hall. Marianne will speak to Jane about it first.</p>	AB MJ
<p>Andy will arrange for the grass at the side of the hall to be cut when required.</p>	AB
<p>9. Date of next meeting The next meeting will be held on Monday 11th June at 7.30pm</p>	

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