

Minute of the ENKCA Board meeting held on Monday 11th June 2018 at Eassie & Nevay Hall

Present: Philip Jenkins, Debra Ritchie. Marianne Jenkins, Andy Blackie, Charlie Brown

Item	Action
<p>1. Welcome & apologies.</p> <p>There were no apologies for absence.</p> <p>2. Matters arising</p> <p>a) Microphones – Charlie brought information about a dual system which cost £140, the lapel and head-set cost approximately £10 each. Philip and Charlie will look at the existing equipment to decide if 4 channel is the preferred option.</p> <p>b) Recycling of books – Thanks to Jane Brewster for taking surplus books to charity shops. Charlie will send out an email asking for no more books to be left at the hall until Room 1 has been re-furbished.</p> <p>3. Finance</p> <p>The cash book spreadsheet had been sent to all Directors prior to the meeting and the latest bank statement was available. Philip will upload the bank statements to the cloud-based system, Debra will send him guidelines.</p> <p>The Marshall Christening party gave a generous donation to the hall, the Board expressed their thanks.</p> <p>Debra informed the meeting that the PPS/PRS licence invoice had been received. It was for £600.</p> <p>4. Business development</p> <p>a) Update on Room 1</p> <p>The sink has been disconnected and items bought. The ceiling light had not yet been received. Work was due to start on 18th June. Andy will get samples of floor covering and colours of paint for the walls. The project should be complete by the end of July. Andy and Philip are looking at LED lights for the rooms that have not been fitted with them and a silent fan for the Strathview room.</p> <p>b) Chagemaster</p> <p>A firm contacted Andy about installing an electric car charging point at the hall. There is no charge to ENKCA, the company maintains the installation and they retain all the revenue. Andy will send the full information to the rest of the Board.</p> <p>5. Policy & administration</p> <p>a) Data protection</p> <p>Charlie and Marianne brought draft privacy policies and will use them to draft a suggested policy and send this to the Board for comment. There were 81 responses to the request for agreement to remain on the mailing list. Charlie will ask once more those who have not replied.</p> <p>6. Lettings and events</p> <p>a) 39 Steps</p> <p>The majority of tickets have sold. Andy and Debra will run the bar, Debra will provide a</p>	<p>PJ/CB</p> <p>CB</p> <p>DR</p> <p>AB</p> <p>CB/MJ</p> <p>CB</p>

<p>float. Doors will open at 6. Jane Brewster has 4 items for the raffle and there are some bottles in the bar that can be used for the raffle. Magnum ice creams will be sold for £1 and strawberries and cream for £2.</p> <p>b) August afternoon teas Marianne has spoken to several people who are willing to help again. Many cannot give firm dates yet but will be available to help on at least one day. There will be a private party on 11th August and they have requested a bar.</p> <p>7. Communications There was no report.</p> <p>8. Buildings maintenance The hall floor will be sanded and varnished in September.</p>	DR
<p>Andy advised the meeting that Gas Safe had advised him that all non-domestic gas cookers now have to have an annual check by a qualified CORGI non-domestic gas engineer. This will cost £450. It was agreed that ENKCA should change to an electric cooker. This might need some electrical work but would be cost effective in the long-run. Marianne and Debra will look into this.</p> <p>Philip has power washed the decking twice and has bought the required equipment and materials to coat the area with decking oil. Linda Breckenridge had offered to help. Marianne and Philip had spread wild-flower seeds at the back of the hall.</p>	MJ/DR
<p>The hopper needs to be cleaned. A quotation had been received from Forever Fuels but there was some uncertainty about what it included. Philip will call them to discuss.</p> <p>9. Date of next meeting The next meeting will be held on 23rd July at 7.30pm</p>	PJ