

Minute of the ENKCA Board meeting held on Monday 23rd July 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) Philip and Charlie will discuss the best option for microphones and bring costs to the next meeting</p> <p>b) Clean and refill hopper – Charlie will see if he can find a blower to empty the hopper. Philip had details of a company that can empty the hopper, sieve the pellets, clean the stove and flues and replace the pellets at a cost of £226. Philip had sent an email enquiring about their risk assessment method statement and insurance but had not received a reply. He will contact them again.</p> <p>c) Forever Fuels had quoted £1300 but this included refilling the hopper with pellets.</p> <p>3. Finance</p> <p>The cash book spreadsheet had been sent to all Directors prior to the meeting. Some funds have been used to pay for the refurbishment of room 1 but much of this will be reimbursed by LEADER. £1000 had been paid to the upholsterer to purchase material for the recovering of the chairs. The bank balance remained healthy.</p> <p>4. Business development</p> <p>a) Update on Room 1</p> <p>The electrics, flooring, and decorating are complete and all items bought. Andy will contact the company about the units and see if they can be installed soon.</p> <p>b) Chagemaster</p> <p>Andy had sent a query to the firm but had not yet received a reply. It would be beneficial to meet with representatives from the company, Andy will ask them when they would be able to come to the hall.</p> <p>5. Policy & administration</p> <p>Charlie will put a statement on the web site regarding privacy and will aim to send a draft to Board members within the next week.</p> <p>6. Lettings and events</p> <p>A few bookings had recently been made. The hall will be used every Sunday in August for afternoon teas, Shaper Caper had booked it for 5 days in August, there will be a party on 11th and the Young Farmers had booked the hall for a race night on 27th July. LEADER has booked the hall for 9th August for a visit. They requested a buffet be organised and this will be offered to one of the local firms that have used the kitchen in the past. Philip asked for Board members to attend between 12 and 1.30 as LEADER wanted to meet people had benefitted from their grants.</p>	<p>PJ/CB</p> <p>CB</p> <p>PJ</p> <p>AB</p> <p>AB</p> <p>CB</p>

<p>Helpers are needed to set up for the afternoon teas on two Saturday mornings at 9am and two Sunday mornings at 11am. Items are also needed for the tombola.</p>	
<p>Marianne will ask Shaper caper to confirm if they need the hall on 7th September as this is a date that has been offered to the company who sand and varnish the hall floor. There will be a private party on 11th August and they have requested a bar.</p>	MJ
<p>7. Communications Charlie will put information about the afternoon teas in a community email, Andy will add it to Facebook and Marianne will add it to the web site. Andy enquired about advertising on the interior notice board. It was agreed to ask for £20 for 1 year for 1 A4 page. This will be offered to 3 organisations at first. A word document in landscape format is required.</p>	CB/AB/MJ
<p>8. Buildings maintenance a) Cooker – Marianne and Debra had chosen a new cooker for the kitchen Marianne will send Andy the specifications before it is ordered. Marianne will contact the people who donated the cooker to see if they want it returned to them. It is aimed to replace it before the end of the year.</p>	MJ
<p>b) Decking – One coat has been applied and the second will go on in September. Philip had received offers of help from a couple of people. Philip and Andy will order strips to highlight the difference in elevation on the steps on the decking.</p>	PJ/AB
<p>c) Septic tank – Several quotes for emptying the tank had been received, Scotloo was the most competitive at £285 for 1000 gallons. They will remove and dispose of it. Andy will ask them to do this as soon as possible and give them Philip’s phone number for contact.</p>	AB
<p>d) Heating control – There is a need to consider more efficient heating control. Philip suspected there was a slow leak in the heating circuit, he will ask P Drummond to check for fernox and re-pressurise the solar system. A new clock for the heating would simplify the programming, this will be discussed at the next meeting.</p>	PJ
<p>e) The garden is looking good, the Board was appreciative of the work put into it by the designer and those who maintain it. Andy will invite the designer to an afternoon tea in August. Marianne will produce a voucher to give to him.</p>	AB/MJ
<p>9. A.O.B. Marianne reported that she had dismantled and sterilised the dish-washer. It was suggested that film could be put on the windows in the Sthraithview Room to reduce heat in the summer.</p>	
<p>10. The next meeting will be held on 1st October at 7.30pm</p>	