

Minutes of meeting of Directors of The Craigiebank Association on Monday 17 November 2003

Present Gary Miller, I Tyndall, A McAuley, J Stirton, K Mands, K O'Rourke, L Cameron, V Clark, I Murray, J McMurray, J MacDonald, M Lorimer E McMillan

Apologies        None

In Attendance J Hope

The first part of the meeting was given over to a discussion on the Draft Agreement between The Church Of Scotland General Trustees and The Craigiebank Association Scotland Limited.

The following action points were agreed

A sub group of Directors were to arrange a joint meeting with the Congregation Board as it would appear that the Kirk Session have the power of veto on activities available to the users and potential users of the facilities.

A sub group of Directors were to arrange a joint meeting with Finance Committee of the church to discuss who is responsible for what in connection with the running costs of the church and the association in the first year. Agenda items for this meeting 1) the ongoing rent 2) 3<sup>rd</sup> party liability insurance 3) child protection arrangements.

Sub Group Gary, Karen and Ian.

**Action Point** Irene Tyndall to contact Jim Howden in respect of the church insurance and 3<sup>rd</sup> party liability.

Clear guidance is necessary in order to establish the responsibilities of the Church and The Association in respect of the buildings.

## **Minutes of Previous Meeting**

The minutes of the previous meeting were approved as correct.

## **Mike Mairs Resignation**

Mike has resigned as company secretary due to a potential conflict of interest in his roles for The Church and The Association. He is entirely supportive of the organisation and is willing to contribute in any way he can to assist the organisation to succeed.

Gary asked for volunteers to fulfil the formal role of company secretary and someone to do the administrative side (minutes and agenda)

**Action Point** Val Clark agreed to take on the formal role and Anne McAuley agreed to take the minutes and compile the agenda.

## **Coffee Morning**

£128.80 was raised at the coffee morning.

## **Treasurers Report**

A paper was distributed which show that the association has £690.47 in the bank with £30.00 cash still to be banked

## **Donations**

It was agreed to advise all organisations that any donation for the use of the hall and associated

facilities should be sent to the Association and not the church.

### **Lottery applications**

We need to make a lottery application to awards for all as we can access awards up to £5000. Irene Tyndall to investigate this further. Mike is willing to assist with any applications and it was agreed that we ask him to proceed with drafting an application for the Lottery Heritage Fund.

**Action Point** Edith to check with Mike whether he has an application for lottery funding and if he doesn't Edith is to let Irene know.

We also need to look at a grant from Dundee City Council called Non Recurring Revenue Grant. Irene Tyndall to obtain an application form.

### **Health and Safety Policy**

It was agreed that we adopt the churches for our own benefit in the short term at least.

**Action Point** Gary to bring a draft of the Churches Health and Safety Policy to the next meeting

### **Celidh**

60 Tickets have been sold

**Action points** Judith to e mail radio tay, Jackie to bring Table Clothes, Irene and Gary responsible for the food, karen to bring milk.

We will meet at 4 pm on Saturday to set up the hall.

### **Decorating the hall for Christmas**

**Action Points** Karen to ask adsa for a donation of Christmas decorations and Lindsay to arrange for the Christmas tree.

It was agreed that we would decorate the hall on Sunday 7 December 2003.

### **Programme of meetings for the new year**

Wednesday 7 January 2004 at 7.45

Wednesday 4 February 2004 at 7.45

Wednesday 3 March 2004 at 7.45

Wednesday 7 April 2004 at 7.45

Wednesday 5 May 2004 at 7.45