

Minutes of meeting of Directors of The Craigiebank Association on Wed 7 January 2004.

Present: G Miller, I Tyndall, M Lorimer, J Stirton, K Mands, E McMillan, L Cameron, A McAulay, K O'Rourke, V Clark and J McDonald who apologised for his late arrival.

In Attendance: M Mair

Apologies for absence: J McMurray

Action

1. Minutes of previous meeting – 17 November 2003

Approved as an accurate record

2. Matters Arising

Meeting with the Congregation Board to discuss the Draft Agreement along with Child Protection arrangements and Third Party Liability Insurance had not yet taken place. Mike Mair to arrange for Church Board to appoint people to meet with the Association.

Donations: Lindsay and Karen were thanked for arranging Christmas trees for the main hall. Asda had generously donated a 10ft artificial tree and a letter of thanks had been sent to them.

MM

3. Ceilidh on 22 November.

Although ticket sales had been disappointing approx £100 had been raised. Gary thanked everyone for their help

4. Draft Agreement with General Trustees, Church of Scotland – Update

Covered under Matters Arising

Mike Mair reported that the Church of Scotland Lawyer had placed a Notice in the Courier informing local residents of the change of use of the building. There had been one objection from a local resident. The Association should expect to pay up to ½ of the cost of this exercise.

5. Membership Issues

Database: Anne McAulay offered to create a membership database which would record names/addresses of members.

AM

Membership Cards: It was agreed new members would be issued with a membership card. Gary Miller to investigate the cost of Perspex pockets to hold the card.

GM

Newsletter: Discussion took place on how best to produce and distribute an Association Newsletter. It was agreed that we should try to set up a meeting with the Communities Department of the Council to find out if they could help with the production and distribution of this Newsletter. It was suggested we ask Councillor Corrigan to Chair this meeting. Gary Miller agreed to organise this.

GM

6. Building Issues

Electricity Cupboard: Gary Miller reported that the electricity cupboard now had a lock fitted. Arrangements would be made for it to be locked in the near future. Users of the building should be encouraged to switch off lights when rooms are not in use. Gary undertook to arrange suitable notices.

GM

Door Security: Gary Miller voiced his concerns about the insecure condition of the main hall door. It was agreed we should ask Gregor Young for advice on how to make the door more secure.

LC

Cleaning: Discussion took place on the lack of cleaning being undertaken by Church organisations and in particular the youth organisations. It was suggested that youth organisations try to get parents to help clean up at the end of the meetings.

In the long term it was agreed that we should start applying for Council grants in order that

IT

Action

we could employ a caretaker/cleaner for approx 4 hours per week. Irene Tyndall to approach Kenneth Lindsay who is based at Menzieshill Community Centre for a grant application form.

Faults: It was agreed that the Association should have a procedure for users to report faults with lights/building etc. Lindsay Cameron agreed to be contact for reporting faults. He could then liaise with Gregor Young over the best way to deal with them. Gary agreed to draft a card for users to report faults on.

In order to get all of the above points over to the organisations, it was agreed that a joint delegation of Association/Church members meet with the users to make them aware of what is expected of them.

**GM
LC**

GM

7. Financial Issues

Donations for Use of Halls: Gary Miller reported that the donations for the current year have gone to the Church Treasurer instead of coming through the Association. Contact should be made with the organisations to ensure that in future donations are passed to the Association. In order to maintain a cash flow it was agreed that we should ask the organisations to make their donations in two payments – May and December, although perhaps more regular payments would be better for cash flow purposes.

GM

It was reported that a few of the youth organisations had not made a donation for the use of the hall. It was agreed that these organisations should be chased up. Anne McAulay agreed to speak to the Guides and Martin Lorimer would approach the Scouts.

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Financial Position –Update by Treasurer: Irene Tyndall reported that the Association has £742.97 in the bank.

A sub-group from the Association met with the Church Treasurer on Monday 5 January to discuss the Association's financial contribution to Gas/Electricity/Insurance/ Repairs etc. It was agreed that the Association would pay 50% of these costs, which in total will come to approx £2500.

Third Party Liability Insurance: Jim Howden the Church Treasurer is to set up a meeting with the Insurers to discuss Third Party Liability Insurance for the Association.

Grant Application: See 6.Cleaning above.

8. Health and Safety Policy

A copy of the Church's Health and Safety Policy was tabled. This would be adapted for our own use and given to anyone who lets the Hall.

GM

9. Table Sales

The first sale is on Sat 31 Jan – cost £5 if table is booked in advance and £6 on day.

Val Clark - Responsible for taking table bookings
 Mike Mair - Advert in Courier
 Gary Miller - Posters and Flyer to be distributed through letterboxes
 Anne McA - Entry on Council Website/Newsletter
 Edith McM - Responsible for kitchen and food
 Irene Tyndall - Collecting money on the day
 Judy McM - An announcement on Radio Tay
 Help was requested to lay tables out on Friday 30 Jan – from 9.30 pm

**VC
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ALL**

10 Date of next meeting: Wednesday 4 February at 7.45 pm