

Minutes of meeting of Directors of The Craigiebank Association on Mon 29 November 2004

Present: G Miller, I Tyndall, L Cameron, K O'Rourke, J McDonald, J Stirton, J McMurray, E McMillan, I Murray, K Mands, V Clark and A McAulay

In attendance: P Culloch, B Watson and A Henderson

GM welcomed Pam Culloch, Brian Watson and Arthur Henderson as observers to the meeting. At the AGM they had shown an interest in becoming involved with the Association and they were invited to come along to one of our meetings to help them decide whether they wished to join the group.

	Action
<p>1. Apologies There were no apologies.</p>	
<p>2. Minutes of previous meeting and Matters arising – Wed 20 October 2004 The minutes were approved on the motion of J McDonald and seconded by I Tyndall</p> <p>Grants – Item 7c GM explained that he had learned at the last minute that the Evening Telegraph were inviting organisations to apply for <i>Make it Happen</i> community grants and he had taken the opportunity to submit a late application. A grant of £1000 was presented to the Association to redecorate the hall. The money would be used to purchase materials with the aim of getting volunteers to undertake the work.</p> <p>GM, LC and GY to meet early in the new year to discuss best way of taking this project forward.</p>	GM LC
<p>Funding Package for Improvement – Item 5 IM expressed an interest in joining this group – this was agreed. VC was also appointed. A meeting to look at grant applications would be set up in the new year.</p>	GM
<p>3. Update of Fundraising Events</p> <p>a) Tread the Boards JMcM to get a date ASAP</p>	JMcM
<p>b) Table Sales Table Sale in October raised £183.87p. 20 tables had been booked for Sat 4 Dec.</p>	
<p>c) Joint Christmas Fair/Craft Fair with Ladies Group – Sat 27 Nov 04 - 2-4pm It was reported that the Craft Fair had been a good PR event. Although the Association had raised only £70 which covered advertising costs it had been an opportunity to have a presence at a community event and made the event bigger than previous years.</p>	
<p>d) Ceilidh – Sat 29 Jan 2005 Preparations for the Ceilidh are underway. Ron Turbine and the Junior Choir along with Stewart McMillan had been asked to do musical items. Janet Mair had been asked to do a Burns recitation and Mike Mair would be asked to play also.</p> <p>Tickets would be priced £4 and £1.50 for children. Haggis, Neeps and Tatties would be served for supper.</p>	GM EMcM

	Action
<ul style="list-style-type: none"> • IT would take responsibility for ticket sales and approach Grossett for Haggis • IM to do Burns posters • JS to do 120 tickets – Start Time 7.30 to 11 pm. • AH to investigate the provision of Turnips/Potatoes • Raffle prizes 	IT IM JS AH ALL
<p>Arrangements would be made to offer tickets firstly to Association members and then to the general public.</p>	GM
<p>e) Future Events</p>	
<p>GM requested we give some thought to future events.</p>	ALL
<p>4. Newsletter</p>	
<p>GM reported that the Community Department of the Council had agreed to fund our first newsletter to the sum of £200. A draft Newsletter would be produced in the new year.</p>	GM
<p>5. Repairs Procedure</p>	
<p>It was reported that the procedure for reporting faults appeared to work well. LC passes notification of any fault to G Young each Monday and Wednesday.</p>	
<p>6. Health & Safety – Report of Inspection</p>	
<p>GM reported that the report from the Health & Safety Inspector had not been too bad. The Inspector had asked about our Health & Safety Policy and JS confirmed that this was issued along with the Hall Booking Form and users were required to sign to acknowledge they were aware of our H&S Policy and their Public Liability responsibilities. The report had highlighted the need for risk assessment procedures. GM indicated that he would draft a generic risk assessment in association with KO'R if she was agreeable.</p>	GM KO'R
<p>GM to arrange to meet with Church representatives to discuss some of the other issues raised in the report.</p>	GM
<p>7. AGM</p>	
<p>It was reported that the AGM had gone well and the refreshments were most welcome. In order to comply with our Company responsibility it was noted that application for membership to the Association should be approved at our monthly meetings. AM to bring a list of current members to the next meeting for approval. A copy of the Association minute would be pinned on the notice board for people to see.</p>	AM
<p>8. Outing to Downfield Musical production in Spring 2005</p>	
<p>AM reported that information on DMS's spring production would not be available until the end of the pantomime season. AM to bring further details to the next meeting. IT would investigate the cost of hiring a bus.</p>	AM IT
<p>9. AOCB</p>	
<ul style="list-style-type: none"> • A soup tureen would be purchased to allow soup to be offered for sale at future events • A temporary fence had been erected around the Church grounds. The Council 	

Planning Dept had allowed contractors to remove the existing fence without the Church's consent. The Council will plant a beech hedge and maintain the hedge. GM confirmed that the Church was trying to ensure that the maintenance of the hedge would be for all time.

- Security evening in the Spring should be on the Agenda for the next meeting.

10. Dates of future meetings

Wed 5 Jan
Wed 2 Feb
Wed 2 Mar
Wed 13 Apr
Wed 4 May
Wed 1 Jun

Action

AM