

**Minutes of meeting of Directors of The Craigiebank Association on 2 February 2005.**

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

**In attendance:** J Hope, B Waterson and A Henderson

	<b>Action</b>
<p><b>1. Apologies</b> An apology was received from P Culloch .</p>	
<p><b>2. Corporation Tax Return</b> Jeff Hope joined the meeting for this item. He drew the Director's attention to their legal obligation to submit a Corporation Tax Return by the end of his financial year. He suggested that the Association try to find someone with this type of experience to do the job for us. In the meantime Jeff would get a cost for having the work done by an accountancy firm.  Jeff also reminded the Association that we should lodge our accounts with Company House. IT to do this.</p>	<b>ALL JH</b>
<p><b>3. Minutes of previous meeting and Matters arising – Wed 5 Jan 2005</b>  The minutes were approved. <b>Item 3.2 - Funding Package Sub-group</b> GM reported he had been unable to progress this matter as Rev M Mair had been on holiday. He said he would shortly contact the group to set up the first meeting. <b>Item 11 - Basic Hygiene course for Directors</b> JS reported that the cost of having one person trained on Basic Hygiene was £140. GM suggested we try to get a grant to enable the Association to have a group of people trained.</p>	<b>IT</b>
<p><b>At this stage the Chairman suggested we re-order the Agenda items as the Association's financial position may have a bearing on what we can plan to do. He also suggested that in future the Finance item should appear near the beginning on the Agenda.</b></p>	<b>AM</b>
<p><b>4. Financial Report</b>  IT reported that we had approx £7000 in hand. The ceilidh had been a great success and had cleared £369.  AM was asked to write to Safeway (attention Sharron) thanking them for their donation of potatoes. She would also write to Douglas and Bill Clark to thank them for their contribution to entertainment part of the evening.  GM thanked the kitchen team for the tremendous amount of work they put in preparing the haggis, neeps and tatties.  It was noted that the Scouts and Guides had not made a financial donation for their use of the hall. It was noted that the Guides had folded but it was looking hopeful that they would start up again. AM to ask a Guide contact for a donation and GM would write to the Scout leader.</p>	<b>AM</b>
<p>The next instalment of the Associations contribution towards heating/lighting would be</p>	<b>GM IT</b>

made. IT to arrange to pay £500.

## 5. Update on Fundraising Events

### a) Tread the Boards Youth Musical Theatre - Church Hall on Friday 11 Mar at 7.30 pm

Tickets were now available for sale. AM agreed to take tickets to the Women's Guild and the Country Dancing. JMcM would take tickets to the Friendship Group.

AM  
JMcM

### b) Table Sales

The next table sale would take place on Sat 5 Feb – usual arrangements to be in place.

## 6. Future Events

The Events sub-group had met. A paper listing a wide variety of events for year 2005 was tabled. Included in the list was a suggestion that we have another Summer in the City event on Fri 8/Sat 9 July. AM to find out if the Council will be offering grants for Summer in the City events. With the inclusion of a Bingo Night the list was approved. JM agreed to price the cost of an outing to a pantomime in Edinburgh.

AM  
JM

## 7. Outing to Downfield Musical production in Spring 2005

As the Association is trying to sell tickets for the Tread the Boards concert in early March, it was felt unwise to start trying to sell tickets for another musical concert. It was therefore decided to leave this meantime.

## 8. Security Evening

GM reported that he had been unable to make contact with Carole Jenkins of Dundee City Council to arrange a security evening for the community.

## 9. Newsletter

AM reported that she had met with Matt Henderson of the Communities Dept of Dundee City Council. A follow-up meeting had been arranged for Thu 17 February when they hoped to produce a first draft of the newsletter. Along with the items listed in the minutes of meeting on 5 Jan 2005 it was suggested photographs of the accommodation which could be rented be included in the first newsletter. Contact telephone numbers should also be included.

AM

## 10. Health & Safety

GM reported he had been given quotations for removing the hall stage and decorating the hall. The total cost for completing this work was approx £3124 exc VAT. The Association gave their approval, however, prior to the work starting Church Board would be given the opportunity to comment. The matter of replacing lost storage would have to be addressed as well.

GM

## 11. AOCB

### a) Equipment – it was reported that pans and a soup tureen had been ordered. 3 new tables would be ordered and if size and quality are suitable a further 3 would be purchased.

### b) Church of Scotland Agreement – GM to deal with.

### c) New Directors - B Waterson agreed to become a Director of the Association. Due to commitments A Henderson could not join the Association. P Culloch would be approached to join the Association.

GM

## 12. Dates of future meetings Wed 2 Mar, Wed 13 Apr, Wed 4 May, Wed 1 Jun.

