



**Agenda Items**  
**Thursday 13<sup>th</sup> February 2025 7:30pm**

1. Chairman's Welcome and
2. Apologies
3. Declarations of interest
4. Minutes of last meeting (12 December 2024)
5. Matters Arising from the minutes.  
AOCB – Front Door
6. Treasurer's Report
7. Re-validating sign-off limits
8. Centre Hire Charges
9. Administrative Assistant
10. Hospitality Update
11. Incorporation of Village Inn Funds
12. Kitchen Heater
13. Maintenance
14. Email and Web Domain
15. Election of Chairperson
16. AOCB
17. Date of next meeting

**Minutes**

**1. Chairman's Welcome**

BM welcomed those present to the meeting noting that there was a full complement of Trustees

**2. Attendance and apologies**

Attendees: Bill Macpherson (BM), Ian Pilmer (IP), David Aird (DA), John Armstrong (JA), Suzette Clark (SC), Tim Corcoran (TC), Mark Crossey (MC), Sam Ferrier (SF,) Ian Gorrie (IG), Rhannon Harbays (RH), Alice Mee (AM), Christine Morton (CM), Elaine Morton (EM), Robert Morton (RM) and Isla Craig – Finance (IC). No apologies.

**3. Declarations of Interest**

None.

**4. Review of previous minutes (12 December 2024)**

Taken as read and approved by the Board of Trustees.

Amendment(s) as follows.

2. Renter and New Rates (CM) - amended to *It was agreed that no change until further discussion.*
6. Architect Drawings (DA) - amended *S.Whiting to D.Aird.*

## 5. Matters Arising from Minutes

AOCB. Front Door. BM said that there had been no progress with the damage/repair work related to the front door. No payments of any description had been received from the Glenfarg Village Flat Development company by the Community Centre.

## 6. Treasurer's Report

The report had been submitted by CM and it was agreed that it was in order.

Charges to Pub Group for Pub Nights (TC). A discussion took place with regards to equality for charges for the Pub Group taking the Coffee Morning group as an example and that the payment "rule" was different and questioned. BM spoke about recouping costs for the Hall operations. SC questioned matter too. IC (Finance) explained the protocol for financial records to indicate what any charges/incomes are, that the Finance report reflects these and it was noted further that the Community Centre does demonstrate all funds raised for it.

IC raised the matter of Financial accounting extended to the Hospitality group and that they would be required to prepare their own accounts in due time. CM suggested that an explanation of the Hospitality group accounts be added in to the Annual Financial Report.

CM stated that the energy supplier, Octopus, has asked for clarification for consumption/business rate and that our energy usage has seen a reduction in supplier costs due to the self-sufficient Solar operation. Also, there is to be a presentation conducted to PKC about the new heating system as is now present in the building.

## 7. Revalidating "Sign Off" limit

BM led a discussion concerning the £250 limit as the existing amount and should this be increased. The Committee agreed unanimously not to increase but retain the limit as it is.

## 8. Centre Hire Charges

BM led a discussion concerning the future charges in relation to unexpected (e.g. energy usage) by any group/activity. It was agreed collectively that there needs to be a reserved *right to charge* and that this will need a change to the Community Centre Hire Terms and Conditions. Community Centre Terms and Conditions to be amended in relation to Hire Charges. *Action BM*

Any recordings of unexpected Energy usage be notified to Chairperson/Treasurer/Bookings person. All existing Community Centre users shall be notified at the proper time. *Action IC*

## 9. Administrative Assistant - Glenfarg Transport Group & Glenfarg Community Centre

BM reported that the role has been filled, and that the successful person shall start the post on March 4th. The post (on a part time basis over five days per week) is one of an Administration activity in its entirety dealing with IT, general administrative duties and is expected to encompass the role of Community Centre Booking & Hire. The role will be split with the Glenfarg Community Transport Group and the Glenfarg Community Centre. It was agreed that the current Community Centre Hire Booking co-ordinator is to conduct a handover of the Community Centre Booking & Hire co-ordinator activity/role during March. *Action IC (Finance)*

JA raised the point of security of the Schoolhouse whilst it was occupied by the Administrative Assistant. Funding for the GCC share of the role is expected as a payment in June for Services made.

It was recorded further that a TRACTRANS Funding application would be pursued for an encompassing Transport Hub relating to the following – Bus Stop outside the Village Hall Car Park, Electrical Charging Point(s) for electric vehicle(s), car park extension.

#### 10. Hospitality Update

BM said that the Funding application through the SSEN Fund was not successful at this stage. There is another round in late summer, and it is envisaged that another application shall be sent. IP said that he had received an email about the successful applicants and that BM requested that IP circulate the information by email albeit that it is available through an SSEN website. *Action IP*

BM led a discussion surrounding the Schoolhouse development including its hospitality function and the Trustees agreed that it was approved. DA is to instruct the Architect to go ahead with the application for the Building Warrant for the Schoolhouse development.

*Action DA.* TC raised the matter of an underground cellar, however DA stated that the cost in relation to construction was prohibitive due to building factors and cost.

Also, BM asked that DA and the rest of the Trustees look for other funding opportunities through a Funding Subgroup – still to be set up. *Action Trustees.* And, that an article be raised for the forthcoming Village Newsletter. *Action BM*

#### 11. Incorporation of Village Inn Funds

It was noted that the Village Inn funds be incorporated into general accounting for the Glenfarg Community Centre.

#### 12. Kitchen Heater

John Allison, Electrician has visited the kitchen and recommended a type of Hot Air blower and a pull cord with an on/off switch. The old ceiling lighting requires upgrading to new LED lamps at £15 per unit. This is to be progressed. *Action CM*

AM asked that the old Dishwasher be removed. Request agreed by Trustees.

#### 13. Maintenance

AM requested more Coat hooks for the kitchen operatives whilst on duty. *Action JA*

Main Door requiring door catches/hinges to be adjusted. Matter to be instigated and rectified by JA, possibly a Joiner to be involved. *Action JA*

TC said that Lights in Storeroom area are a necessity for safe entry and exit. Action via Electrician on next visit for advice. *Action CM*

#### 14. Email and Web Domain

BM said that the IT facilities in relation to the Community Centre have been supported this forthcoming year by Glenfeargach business. This was agreed unanimously by the Trustees.

### 15. Election of Chairperson

BM asked if there had been a nomination or have been nominations for the position of Trustee "Chairperson". IP said that he had received five Trustee requests via email in support of BM to remain as Chairperson thereby it was proposed to those fourteen Trustees present and it was agreed unanimously. BM is to remain as our Chairperson for the period January 2025 to January 2026

### 16. AOCB

JA requested a key to the GCC Room in the Schoolhouse. *Action IP*

JA asked that should there be any gardening topic in relation to the grounds requiring general maintenance work then contact him directly. *Action Trustees*

Financial matters and others that involve IC thereby she was asked to continue. *Action IC*

Children's party in February. IC spoke about this matter requiring an administrator for the activity on the 22<sup>nd</sup> of February. SC said that she would be willing to assist and would liaise with IC. *Action SC*

IG said that he is storing Theatre Stage Lights currently and that they require to be returned to the Community Centre for storage. IG to consult with JA to arrange return. *Action IG.*

CM said that the Contact Names for the Community Centre require to be updated on a board. *Action CM*

### Date of next meeting

Next Meeting – Thursday 24th April 2025 at 19:30

Meeting closed at 9:10pm.