

**Agenda Items**  
**Thursday 20<sup>th</sup> February 2026 7:30pm**

1. Chairman's Welcome and Apologies
2. Declarations of interest
3. Minutes of last Business Meeting (10<sup>th</sup> December 2025)
4. Matters Arising from the Minutes.
5. Treasurer's Report
6. Door in the Hallway
7. Coffee Morning Risk Assessment
8. Safeguarding Policy
9. Volunteer Policy
10. Electrical Harmonisation
11. Schoolhouse Kitchen
12. Hospitality Group update
13. Bicycle Maintenance Document
14. Capital asset Document
15. Toilet taps being left on.
16. Election of Chairman
17. AOCB
18. Date of next meeting

**Minutes**

1. Chairman's Welcome

BM welcomed those present to the meeting.

Attendance and apologies

Attendees: Bill Macpherson (BM), Ian Pilmer (IP), David Aird (DA), John Armstrong (JA), Suzette Clark (SC), Isla Craig (IC), Samantha Ferrier (SF), Ian Gorrie (IG), Tamsin Kinnaird (TK), Alice Mee (AM), Christine Morton (CM), Elaine Morton (EM), Robert Morton (RM).

Apologies: David Rutherford (DR), Tim Corcorran (TC).

2. Declarations of Interest

None.

3. Minutes of last Business Meeting

Corrections were made to the previous Meeting's Minutes. Item 1. Attendance of Trustee amended for AM, Item 5. The word *Cash* inserted, Item 10. the word *Equipment* inserted, Item 14. *EM* amended from CM, AOCB Trees topic inserted. All duly amended.

4. Matters Arising from the Minutes

Item 5. Community Centre business – Chair/Secretary to be made aware of the Administrator's absence

Item 5. Hallway Internal Door - Agenda Item 6.

## 5. Treasurer's Report

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

Bank name for account confirmed as a change to the *Glenfarg Community Centre*.

Discussion about electrical charges (per kWh) and consumption out of hours (after 1.00am). Further discussion relating to before and after room usage. Who's responsibility to pre heat room prior to occupancy – room hirer. Discussion about electrical zoned areas within the Community Centre took place but it was suggested that this is not easy to record from meter readings despite known zones. It is a necessity for hirers to ensure that electrical equipment (heating especially) is switched off after use. Discussion about battery storage and possible increment of current facility.

## 6. Door in Hallway

Collectively the feedback to the Trustees is that this installation has been a success for the retainment of heat in the kitchen and its immediate hallway entrance area. The work has been carried out to a high standard, and the Invoice has been settled too.

## 7. Coffee Morning Risk Assessment

The document was drafted by TK and circulated previously to the Trustees and enacted for visiting local Primary School Children to the Glenfarg Community Centre who were assisting with the provision of catering and taking orders. The document ensured that correct protocol and governance by Teaching staff was carried out and that safety was paramount for a successful event for all those in attendance. The document is to be revised by TK.

## 8. Safeguarding Policy (SP)

A Trustees' discussion took place about the SP documentation, previously circulated, and especially to the necessity of the Glenfarg Community Centre to have an SP in place. The relevance to the Trustees directly was discussed in depth and the thought was that we as Trustees do not require one directly because we are not involved with persons and their groups, that is because we are not in charge. This topic was discussed further without a conclusion in as much that should we have an SP in place? More thought about the matter and whether we do need to have an SP is a future consideration. RM explained at length about what PVG means and its relevance to working with young and vulnerable persons.

## 9. Volunteer Policy (VP)

This matter is still pending and will be addressed at the next meeting.

## 10. Electricity Harmonisation

CM reported that the Harmonisation of Electrical supplies with new Distribution board(s) works is expected to commence around the 7<sup>th</sup> April 2026. This would match the lack of occupancy (groups/individuals) to permit the works to be phased in over an expected four days. The Community Transport Group will be required to plan their activities of occupancy and use of electrical equipment during the works that works will harmonise the electrical control, charging costs and battery storage feed for the Community Centre.

### 11. Schoolhouse Kitchen

AM and SC spoke about the requirement for the catering equipment with a quote covering three induction hobs, one large oven, pots and pans and cleaning utensils. The consensus from the Trustees' discussion was that the Kitchen requires to be *up and running* to earn money and not be unused especially if warranty of the said equipment prevails. A review of equipment is to be carried out in lieu of price structures (SC & AM).

### 12. Hospitality Group update

DA reported that activities were continuing for funding, however, this is proving difficult pending finding a large funder. Albeit the smaller fund offers are excellent, however, we require a large fund to allow the start up of works. It was noted that the Building Warrant will expire although this is not expected to be an issue. The main point is that Planning permission has been agreed and once funding has been sourced then practical works can commence in due time. DA to offer an update accordingly.

IC raised a point about income and the profits in relation to the Accounts for the Community Centre and how they are recorded for Tax purposes. Providing a Pop-Up Pub's event profits are below a certain threshold, say 25%, this should avert Taxation. A discussion took place about the profits being donated to the Community Centre as a charitable act. Further discussion to take place once a future Pop-Up Pub event has a profit to dispose of.

### 13. Bicycle Maintenance Station (BMS)

RM explained that this facility would allow those on bicycles to utilise tools and small equipment to carry out repairs should a requirement arise. There is no cost to the Community Centre because it would be funded by PKC. A small area beside the existing facilities would be required to set up an BMS. This topic was accepted by the Trustees and RM was asked to proceed with assistance to PKC.

### 14. Capital Asset Grant

The letter had been circulated to the Trustees previously regarding a funding payment from 2007 and that any liability had now ceased. BM agreed that IP was to write to TNL Community Funding, as a matter of courtesy, thanking them for their notification and cessation.

### 15. Toilet Taps being left on

RM reported that hot water taps had been left on in the Gentlemen's facility. A discussion took place and it was agreed that an appropriate sign be mounted reminding users to turn off all taps. RM to take this matter forward.

### 16. Election of Chairperson

A personal nomination was forthcoming from TK. Therefore the matter is to be discussed prior to the next business meeting between the current Chair BM and TK about the role and its responsibilities, workload and expectations.

### 17. AOCB

#### Wheelchair access over front doorway fixture

A discussion took place regarding the ingress and egress for a wheelchair user through the front access doors of the Community Centre. A topic of concern was noted, and it was

agreed that the matter could be rectified. TK offered to supply information about a remedy and with costs. To be discussed further on receipt of the information.

#### Trees

DA to seek a further quote for tree cutting/removal as located in the garden area of the Community Centre. The Trustees agreed that providing that the additional quote does not exceed £3200 then DA is to proceed with the acceptance and agree to the work being carried out.

#### Bus parking on grass area

RM raised a discussion about the damage being done to a grass area in the grounds of the Community Centre caused by off road parking of a CTG bus. This matter is to be passed on to the CTG by RM with the view to requesting that rectifying the damaged area is to be carried out and to avert parking off road.

#### GDIB request to relocate shed

The matter was raised with the Secretary by the GDIB because of difficulties with their current site and access. The discussion concluded with an agreement that whilst the Trustees are not saying “No” a diagram of their siting proposal requires to be submitted for further discussion. In addition, it was stated further that there is a problem with a shed housing the Pavement Gritter and that the matter requires to be rectified by the Community Council. IP was asked to address the matter with the Community Council.

#### Village Hall event bunting

CM asked of the whereabouts of bunting for future events and could it be used.

#### Boundary Wall restoration

BM to contact builder to remind them about the impending agreed works that are still outstanding.

#### Non authorised Fan Heaters

**JM** raised the point of heaters being left around the Community Centre. They are to be removed.

#### Painting of the main hall

CM to request a quote from a Decorator used previously.

#### Sellotaping of items on to walls and windows

JA requested that this activity requires to be discouraged and that the option could be Blue Tack should the Notice Board not be able to accommodate.

#### Display cabinet

JA announced that a donation from a member of the public amounting to £1500 has been offered for the acquisition of a Display cabinet for the Community Centre. This was accepted and that JA is to source the requisite item.

#### Rear Fire Exit Door

It was discussed that the rear fire exit door from the main hall is very stiff to *open and close* and this requires rectification work to sort out the problem. This was agreed and RM was requested to contact a Joiner for advice and recommendations.

#### 18. Date of next meeting

Thursday 23rd April 2026 at 7:30pm

Meeting closed at 9.20pm.