



Agenda Items
Thursday 21st August 2025 7:30pm

1. Chairman's Welcome
2. Apologies
3. Declarations of interest
4. Minutes of last meeting (2025)
5. Matters Arising from the minutes.
6. Treasurer's Report
7. OSCR updated Charity Act and Fundraising Code of Practice
8. CCTV
9. Village Inn Group Liaison
10. Schoolhouse Kitchen
11. AGM
12. AOCB
13. Date of next meeting

Minutes

1. Chairman's Welcome

BM welcomed those present to the meeting.

2. Attendance and apologies

Attendees: Bill Macpherson (BM), Ian Pilmer (IP), David Aird (DA), John Armstrong (JA), Tim Corcoran (TC), Mark Crossey (MC), Ian Gorrie (IG), Alice Mee (AM), Christine Morton (CM), Elaine Morton (EM), Robert Morton (RM), Isla Craig – Finance (IC)

Apologies. Suzette Clarke (SC), Samantha Ferrier (SF), Rhiannon Harbayes (RH).

3. Declarations of Interest

None.

Adoption of I. Craig to position of Trustee

BM proposed the matter of the co-option of Isla Craig (IC) to a position of Glenfarg Community Centre Trustee. This proposal was agreed by those Trustees present and Minuted formally.

4. Review of previous minutes (12th June 2025)

Taken as read and approved by the Board of Trustees with one amendment.

5. Matters Arising from Minutes

CM stated that Funding will be applied for from the Binn Wind Turbine group to tie in with an additional Funding application to Lochelbank Wind Farm to cover proposed expenditure costs related to electrical works for the Community Centre – noted in item 7. Action CM

6. Treasurer's Report

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

A discussion took place in relation to Hall income and its reduction that is in part due to a lack of Classes related to a social activity. When numbers have fallen then cutbacks for hall bookings are the result.

It was noted that the Hall Administrator, who spends approximately a quarter of a working week on Community Centre business, is carrying out the Invoicing of the Hall Bookings swiftly. This ensures that incoming monies are paid timeously. In amongst administrative tasks, Fire Alarm tests are carried out too.

The 3 Phase electrical integration for the Community Centre as a whole building has led to three quotes circa £9000. As mentioned in Item 6, CM has applied for a full Fund application from the Lochelbank Wind Farm through Foundation Scotland. The technical matter of a Fuseboard Upgrade for 2026 Certification purposes was noted. It was discussed that this should be carried out during the electrical activities.

Electrical consumption expenditure and income was as stated in the Treasurer's Report.

The Banking topic led to an agreement that the Banking activities be moved to the Co-operative Banking group. We shall have an interest paying Direct Access Account. Signatories for the activities are required to be three Trustees. As a result of the change over, all Trustee information is to be passed on to CM for the Co-operative. *Action IP and CM*

7. OSCR

The end of year accounts has not been signed off yet in readiness for our AGM. BM instructed the Secretary to write to the independent financial advisor with a reminder of the approaching deadline. Accounts once agreed, will be forwarded to OSCR in accordance with the agreed date.

A Constitution wordings change as required from Arngask Hall to the Glenfarg Community Centre was explained and discussed with the relevant paragraphs/sentences presented to the meeting. IG raised concern about the wording of the Code of Conduct and the implications relating to the Trustees because it was noted that personal liability related to the vetting/selling activities of third parties at an event could fall under our remit for governance. This matter was felt to be outwith reasonable expectations of the Trustees. BM agreed that he will review the matter and present a modification to the wordings. *Action BM*

Consideration for or Financial Accounts to be signed off by a qualified Chartered Accountant for our future 2026 financial period was agreed as a proper direction to take. *Action CM*

8. CCTV

The installation is complete and has been demonstrated to JA and IP. JA explained the technicalities of the CCTV operation simply as to where the cameras are, the monitoring system 24/7 and all that remains outstanding is the CCTV signage. The signage is still to be supplied and fitted. *Action JA*

9. Village Inn Liaison Group

DA gave an insight into the next Funding application to the SSEN Fund due September. Hopefully we can be successful in our bid for monies related to the Schoolhouse expansion.

Details of the successful Summer Pub event were noted such as the Summer Raffle and Quiz Night. A Total of £905 was recorded and minus expenses £672 was the profit to the benefit of the Community Centre.

BM asked about the integration of the Village Inn Liaison Group monies into the Community Centre accounting activities. This will be undertaken. Once a regular hospitality function is up and running a separate subsidiary will be set-up to run it, thereby removing any financial risk to the Glenfarg Community Centre.

10. Schoolhouse Kitchen

AM reported about the proposal and the financial quote for the equipment and works involved. A drawing of the equipment location was circulated too. It was agreed that the proposal was to be accepted because of the future benefits in income to and support from events in the Community Centre as a whole. The small existing kitchen adjacent to the Hall copes with small activities, for example Coffee and Cake, and it's for larger events/functions that we require a more suitable and practical solution. Proposal to be actioned with appropriate Funding solutions to be sought. Action AM

11. AGM

A discussion took place about the AGM on the 25th September with any requests for retirees from the Trustees. One was stated although a further discussion will take place concerning the relevant Trustee and the Chair. BM will issue a public AGM notification in due course. Action BM

12. AOCB

CM and JA commented that Eric Hayward has taken on the task for the ground maintenance, the supply of plants and that his efforts were commended by all present and additionally that we should demonstrate our thanks. It was agreed that a Gardening Voucher be given as an expression of gratitude from the Committee. Action BM

Wall Restoration. It was agreed after reviewing the materials and price quoted that it requires to be revisited due to our alternative construction materials as a proposal. This may result in a cheaper quote. Action BM

Interior Door in Hallway leading to Kitchen area

RM presented a quote for the Interior Door that is expected to retain heat and prevent it escaping via this passageway from the Hall to the outside via the main doors. Also to keep the Kitchen area warmer. The quote was accepted, and the works are to go ahead. Action RM

Display of Pictures /Art Works by R. Ibotson

BM explained that new art works by Richard are to be put on display in the Candy Room. The works will be available for sale and that a small percentage of any profit be given to the Community Centre.

Gents Toilet lighting. A potential fault has arisen with the automatic on/off facility, and this is to be investigated for repair.

Loss of monumental artefacts from garden area. It was discussed that two artefacts have been moved that could potentially belong to the Community Centre. However, to provide proof of ownership it was agreed that historical photographs be sought to confirm ownership and the return to the Community Centre.

Two matters of Health & Safety were raised by CM. Firstly, all wipes in First Aid boxes have been replaced and secondly, the new Food Hygiene Certification for the Kitchen area, to be issued by PKC, was outstanding by them. PKC are to address this, however, having a substantial backlog may well not resolve the matter in the short term. PKC confirmed that as long as our kitchen activities were of a small nature then not to be concerned.

13.Date of next meeting

Next Meeting – AGM Thursday 25th September 2025 at 7:30pm

Meeting closed at 9:10 pm.