Agenda Items

Thursday 23rd April 2026 7:30pm

1. Chairman's Welcome
2. Apologies
3. Declarations of interest
4. Minutes of last Business Meeting (20th February 2026)
5. Matters Arising from the Minutes.
6. GDIB
7. Election of Chairperson
8. Treasurer's Report
9. Arngask School at the Coffee Lounge
10. Youth Group/Kythe
11. Schoolhouse Kitchen
12. GCC Emails & Domain
13. Electrical Harmonisation
14. Hospitality (Village Inn) Group update
15. AOCB
16. Date of next meeting

Minutes

1. Chairman's Welcome

BM welcomed those present to the meeting.

2. Apologies

None.

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

3. Declarations of Interest

None.

4. Minutes of last Business Meeting

Corrections were made to the previous Meeting's Minutes. Item 5. *Treasurer has permission to purchase Infra-red heaters for the meeting room* inserted, Item 17. *JA* raised the matter amended from RM. All duly amended.

CM raised several points of supplementary information and these are recorded as Addendum 1.

5. Matters Arising from the Minutes

Community Council topic regarding Shed and Grittier still to be raised at the next CC meeting due to the hinderance of access to a gutter (with a blockage) and downpipe. The gutter with blockage was rectified as was another.

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Rear Fire Exit door RM provided a Joiner's quote for the work, £1152. After discussion it was agreed to seek a requote for a Push Bar Type of door. Final quote to be resubmitted in due course. ***Action RM***

Painting of Main Hall CM provide several quotes. It was agreed that the work and a requote from a local Decorator be pursued with a clarification on cost to include repairs to walls. This agreement was in consideration of the original quote being £3470 although subject now to a decrease. ***Action CM***

Parking on grass area by the CTG The discussion centred around the damage that is being down to the ground with respect to the vehicles. It was stated that the reason that the busses are parking there is because they require a periodically determined safety check and that the parking place allows the local garage quick access. It was discussed further about alternatives and that the Car Park itself should be for casual usage. It was suggested further that the CTG require to utilise the original Earnside Coach premises and as such that they shall be advised to do this. ***Action BM***

Trees removal DA submitted a new quote of £3420 and this was accepted. Trees will now be removed completely along with all cuttings. A request shall be made for the work to go ahead. ***Action DA***
CM stated that the tree removal in an adjoining property will not require access via the Community Centre garden.

Safeguarding Policy (SP) TK had circulated a Draft SP document, thereafter following discussion and input from RM, due to his ongoing expertise with a youth group that it was agreed that the Draft be revisited, edited and reissued in due course. TC commented about a PSG nominated person/contact not being required to be present at all events - to be confirmed. Matter to be progressed for a conclusion via email route. ***Action TK***

BM and TK are attending hall governance training shortly and they will question this matter if possible on the course. ***Action BM/TK***

6. GDIB

Mrs D. Ashton GDIB presented a plan of the proposed siting areas for their Equipment Shed, within the confines of the Community Centre grounds. After a discussion it was agreed that Position 5. was the most appropriate and that Planning Permission be sought from PKC. A local Joinery company has offered to relocate the building free of charge for GDIB as a community gesture. Any planning permission/associated works/base work to be managed by GDIB and in addition that they must keep the Trustees notified about matters as they progress. ***Action GDIB***
RM stated that the siting of a Storage Container for Scout facilities/equipment would now be withdrawn. ***Action RM***

7. Election of Chairperson

BM requested that he now stands down as Chairperson and proposed that TK be duly elected to the position. This was seconded by JA with all Trustees in agreement. TK accepted the post.

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8. Treasurer's Report

The circulated report had been submitted by CM and it was agreed that it was in order. Attached as Addendum 2.

CM reported further about Electrical PAT Testing and a lack of our Community Centre having no official records. Consequently, JA raised a point about Insurance being void – hopefully not. A further discussion about a lack of double electrical 13amp sockets in the room (office) currently being used by the CTG and that they require to be responsible for their equipment being PAT Tested. It was noted that the Electrical company (per Alan Kerr) that carried out the most recent Harmonisation works be requested to provide a PAT/Socket quote for the Community Centre. ***Action CM***

The group discussed the CTG rental agreement due to the need for more electrical sockets. TK would like to review the agreement. ***Action TK,*** this will lead onto potential movement of the current office to another room.

Although not linked to the Treasurers' Report the group discussed the hall in general, an action was taken to reinstate hall walkarounds, potentially a role for the hall administrator. **Action TK**

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9. Arngask School at the Coffee Lounge

The attendance of Primary School children at the Coffee lounge was well received. It was a success with the children's relatives being in attendance, the interaction of all and that the Coffee lounge saw an increase in attendee numbers with a resultant rise in income. The teaching staff and children were excellent with the members of the public and as such should be encouraged to attend at a future date. BM suggested that a note of "thanks" with a donation of a £100 grant be awarded and sent to the Primary School - this was agreed unanimously. ***Action BM***

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10. Youth Group/Kythe

BM presented the topic at the request by the group to set up a similar activity in Glenfarg (DA spoke about what is available in Kinross after school hours) Community Centre. The discussion led to an agreement to allow this to take place. Of course, the organisers would be responsible for the full running of an event/continued events. The topic led to a discussion about the community benefits not just for young people but for parents/guardians and the community too and it is believed further that young people from Glenfarg do attend the Kinross activities. It was noted additionally that the Community Police were in support of such an event in our village and that a similar activity is ongoing in Bridge of Earn. Further liaison to take place with the Youth Group/Kythe. CM suggested dates to be agreed and that adults/parents will be required to help. ***Action BM***

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11. Schoolhouse Kitchen

SC and AM provided an update about the matter and, in particular, of a Community Benefit Funding award as requested through Foundation Scotland from our local RWE Lochelbank

Windfarm for £5000. It was noted that the matter had been reviewed by the panel on Tuesday 21st April and that notification of the outcome would be positive. The matter was well received by the Trustees.
TC raised a question regarding what the Kitchen and equipment were to be used for. Thereafter, SC and AM explained about the business aspect covering the commercial functionality of the kitchen for groups and others hiring the Kitchen and Main Hall for events that require catering on a larger scale. The new facilities will offer an all-encompassing catering aspect that is not available presently without using external providers. Further action will be required by SC and AM to apply the business model success of the Kitchen in due time. ***Action SC and AM***

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<u>12. GCC Emails & Domain</u>
BM presented a document to explain the reasons behind moving the Glenfarg.org website, Community Centre's and Community Council's Email addresses over to a new Domain. Basically, down to costs and utilising a more practical 2-way Wi-Fi application than is current in place within the Community Centre. BM, using his expertise, has set up the new domain application and was given the agreement to proceed with the Wi-Fi change. ***Action BM***

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<u>13. Electrical Harmonisation</u>
RM reported as completed.

<u>14. Hospitality (Village Inn) Group update</u>
DA reported that proposed activities were continuing for funding, however this is proving difficult and that there are potential issues.
Funding routes proving difficult because with some (possible) Funders now asking if you don't spend and have something in "concrete" to show what our money has been used for and or has led to what improvement/progress, why should we provide more funding? A lack of action could possibly delay other funding. Moving forward with the Architect(s) due to costs is good although what is the outcome to date. As Trustees we know that they have to be paid for the work that they have completed, however with more architects work possible/pending funding it is a challenge. TC Stated that large Funders e.g. Robertson Circa £60k, Thompson circa £60k (initially a possible award of £20k but not available now), Gannochy circa £120 were not forthcoming with fund awards. There is a Landfill Fund with a possible fund level of £20k but a tight deadline must be met by the 17th May. ***Action TC***

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DA stated further that the Village Inn is now concluded as a group and as such will become known as the Hospitality Group and be in a position as a Sub-group to the Glenfarg Community Centre for accountancy matters. DA Stated further that any forthcoming hospitality events must be used/known as Fund Raising Events. All further ***Action DA***

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IC stated that she would amend the Financial aspects of the accounting activity to encompass the Hospitality Group. This was agreed by the Trustees. ***Action IC***

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IC stated that it had been established that the pop up pub events held during 2024-2025 and 2025-2026 were traded through a bank account in the name of Glenfarg Village Inn Ltd which is a community benefit society. Therefore, the income generated from these events cannot be treated as Glenfarg Community Centre income. IC had amended the year end accounts for 2024-2025 to remove the hospitality group income and expenditure which had been included in there. These accounts were approved by the board and will now need to be submitted to OSCR with an explanation as to why the amendment to the accounts was required. Action IC

DA stated further that steps are in place to wind up Glenfarg Village Inn Ltd. Once this is concluded, the bank balance will be donated to Glenfarg Community Centre and as such will be known as the Hospitality Group and be in a position as a Sub-group to the Glenfarg Community Centre for accountancy matters. IC had sought advice from HMRC as to whether pop up pub events and the weekly coffee mornings should be treated as charitable income or trading income. The advice given was that events advertised as fundraising fall within the charitable objectives so the coffee morning is a charitable income. The sale of alcohol makes it more complicated however while the events are very occasional (ie twice a year) and for the purpose of fundraising and community gathering these could be deemed as charitable income. DA stated that any forthcoming hospitality events must be used/known as Fund Raising Events. All further Action DA

<u>15. AOCB</u>

<u>Community Centre wet floors – cleaning activity</u>

AM raised the matter of wet floors in a few areas within the Community Centre. It was agreed that was more likely to be an oversight due to persons not accessing the building for activities. It was agreed that there was no complaint about the "service" that was being provided and that it was thorough. EM offered to raise/discuss the matter with the Cleaner. ***Action EM***

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<u>Election Materials for the 7th May</u>

It was discussed that access would be required to drop off and recollect furniture/equipment associated with the forthcoming Scottish Elections Day. BM offered to allow access for early morning and late evening on the election day itself. ***Action BM***

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<u>Tennis Club 100 years anniversary event/Fete event May 30th, Wallace Park</u>

TC enquired about a previous Gala Committee Fete £1435 fund that was banked by the Trustees account and that he required this to be repaid to him to allow his progression with event fund matters. A discussion took place about further funding and IP stated that a Community Council Microgrant could be available for up to £300 should there be an application made. He would progress this swiftly with the Glenfarg Community Council. It was noted further that local groups have/are to be invited to set up/provide a stall on the day to promote their activities. JM and TC to look at the provision of a Glenfarg Community Centre stall for the event. ***Action TC and JA***

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Management Accounts

IC and CM raised the matter of the requisite for accounts to be independently examined. Now that the accounts are getting more complex, they recommend that a professional accountant be used for this as opposed to a member of the local community. Ross McConnel Accounts in Kinross have quoted a figure of £350 + VAT. This was agreed by the Trustees with further action by IC. IC will prepare the draft accounts for review/approval at the next meeting, followed by submission for independent examination. Action IC

Double Glazing of the Schoolhouse Kitchen

CM raised the matter about windows requiring replacement and it was agreed that quotes require to be sought for the works. ***Action CM***

Remove old shed

BM stated that the old wood storage shed be removed by the GITS pending disposal of all wood contained within the old shed. ***Action BM and GITS***

Volunteer Policy

TK had shared a draft policy document and requested all members review and send comments back, so that a final draft can be shared for the next meeting. ***Action ALL/TK***

16. Date of next meeting

Thursday 25th June 2026 at 7:30pm

Meeting closed at 9.35pm.

Actions List

Action Reference	**Meeting Date**	**Action**	**Named Responsible**
1	May 26	Rear Fire Exit door RM provided a Joiner's quote for the work, £1152. After discussion it was agreed to seek a requote for a Push Bar Type of door. Final quote to be resubmitted in due course.	RM
2	May 26	Painting of Main Hall CM provide several quotes. It was agreed that the work and a requote from a local Decorator be pursued with a clarification on cost to include repairs to walls. This agreement was in consideration of the original quote being £3470 although subject	CM

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3	May 26	Parking on grass area by the CTG The Car Park itself should be for casual usage, CTG to use Earnside premises, to advise CTG on this.	BM
4	May 26	Trees removal plan approved, a request shall be made for the work to go ahead.	DA
5	May 26	Review Safety guarding Policy after some engagement with RM	TK
6	May 26	Safe guarding clarification. BM and TK are attending hall governance training shortly and they will question this matter if possible on the course.	BM/TK
7	May 26	GDIB Shed. Planning permission/associated works/base work to be managed by GDIB - action to keep the Trustees notified about matters as they progress.	GCIB
8	May 26	RM stated that the siting of a Storage Container for Scout facilities/equipment would now be withdrawn.	RM
9	May 26	PAT testing. Request (Alan Kerr) provide a PAT/Socket quote for the Community Centre, per area – this may allow costs to be passed on to Transport group for cost efficiencies.	CM
10	May 26	CTG Rental agreement. TK would like to review the agreement. ***Action TK,*** this will lead onto potential movement of the current office to another room.	TK
11	May 26	Investigate the reinstatement of hall walkarounds, potentially a role for the hall administrator.	TK
12	May 26	School assistance – coffee morning. £100 thanks be awarded and sent to the Primary School.	BM
13	May 26	Further review with potential dates the Youth Group/Kythe venture in Glenfarg	BM
14	May 26	Kitchen. Inform group of the grant outcome. Further action will be required in due course.	SC/AM
15	May 26	GCC emails and domain. proceed with the Wi-Fi change.	BM

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16	May 26	There is a Landfill Fund with a possible fund level of £20k but a tight deadline must be met by the 17th May.	TC
17	May 26	Village Inn is now concluded and as such will become known as the Hospitality Group and be in a position as a Sub-group to the Glenfarg Community Centre for accountancy matters. DA Stated further that any forthcoming hospitality events must be used/known as Fund Raising Events.	DA
18	May 26	IC stated that she would amend the Financial aspects of the accounting activity to encompass the Hospitality Group. This was agreed by the Trustees.	IC
19	May 26	Concern clearner. EM offered to raise/discuss the matter with the Cleaner.	EM
20	May 26	Vote 7th May. BM offered to allow access for early morning and late evening.	BM
21	May 26	Tennis club event. JM and TC to look at the provision of a Glenfarg Community Centre stall for the event.	TC/JA
22	May 26	The accounts are reviewed and examined by a local accountancy expert nonetheless a requirement to have the independent criteria met is a necessity.	IC
23	May 26	Double Glazing of the Schoolhouse Kitchen, quotes require to be sought for the works.	CM
24	May 26	Remove old shed BM stated that the old wood storage shed be removed by the GITS pending disposal of all wood contained within the old shed.	BM and GITS
25	May 26	Volunteer Policy – all to review and send comments to TK before next meeting.	TK

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