

Agenda Items
Thursday 26th June 7:30pm

- 1. Chair's Welcome**
- 2. Apologies**
- 3. Declaration of Interest**
- 4. Minutes of last Meeting**
- 5. Matters Arising – Action List**
- 6. Treasurer's Report**
- 7. Safeguarding**
- 8. Community Centre Maintenance**
- 9. Hospitality Inn Group update**
- 10. AOCB**
- 11. Date of next Meeting**

Minutes

1. Chair's welcome

TK welcomed those present at the meeting.

2. Apologies

David Aird (DA), Samantha Ferrier (SF).

Attendees: Tamsin Kinnaird (TK), Ian Pilmer (IP), John Armstrong (JA), Suzette Clark (SC), Tim Corcorran (TC), Isla Craig (IC), Iain Gorrie (IG), Bill Macpherson (BM), Alice Mee (AM), Christine Morton (CM), Elaine Morton (EM), Robert Morton (RM), David Rutherford (DR).

3. Declaration of Interest

None.

4. Minutes of Last Business Meeting

TC raised a query regarding a Funding sum (£42k). The Secretary stated that the matter related to a Community Council award of a £300 limit.

TK asked for the Minutes to be Proposed and Seconded.

Proposer: Elaine Morton (EM)

Seconder: Bill Macpherson (BM)

5. Matters Arising – Action List

TK Discussed each of the Action List's previous points with the relevant Trustee and, where required, all Trustees. The Action List points from the previous Meeting's Minutes that were satisfactorily concluded were: 4, 8, 9, 12, 15, 19, 20, 21. The Action List points with comments were as follows:

1. Emergency Door – Rear. Following feedback from RM it was agreed to continue with the works as quoted (£1152).
2. Painting of Main Hall. Following feedback from CM this is to proceed at a cost of £2970 to proceed although an additional cost of £500 would be necessary for the Meeting Room unless a volunteer conducts the works.
3. Car Park area. Only party that has an *access right of way* is Scottish Water for their equipment as sited.
4. Concluded although heavy logs pending removal.
5. Safeguarding action per Agenda item 7.
6. Continuation of Training for TK and BM.
7. Continuation of Planning topic per IP and Community Council.
8. Concluded regarding container.
9. Concluded. Secretary has record of the PAT Certificates. Outcome was positive apart from an office extension chord that has now been removed.
10. Continuation of topic that now includes Electrical usage costs per TK.
11. Continuation. RM and TK to continue with the Hall walkaround.
12. Concluded regarding School payment.
13. Continuation with Kythe to conduct an event in July. Advertised via social media.

14. Continuation with SC and AM. Report submitted stated Schoolhouse Kitchen and an update was given by SC and AM. SC passed out a paper copy of the expenditure for the catering equipment as purchased to date amounting to £6538.17 with a surplus left over of £398.83 still to spend. AM suggested that the Schoolhouse Kitchen could be available for independent usage as from August although this would *be viewed* as a *Hire* in tandem with the Main Hall. Further discussion took place regarding a relevant electrical power charge to cover electrical costs. It was noted further that a refundable cost be issued to take in to account accidental damage to equipment, should the Schoolhouse Kitchen be used, with a figure of £100 suggested.

JA suggested that the Wine Club could be subject to a £20 costing as an example for usage. To be considered further in due course by the Trustee. Register premises' facility as a Food Establishment per PKC – satisfied. Level 2 Food Hygiene and that relevant business (their staff) users and a register kept.

Outside door being left open and access to kitchen area is a concern. Sign to be erected to state: CLOSE DOOR At all times. Redundant equipment to be removed. JA for the GITS

GITS to assist with the assembly of some equipment. TK offered her thanks as Chair for AM's and SC's activities.

Local Electrician to be consulted regarding extra power sockets including capacity. AM

15. Concluded regarding Wi-Fi. BM

16. Concluded. Missed deadline. Looking for other opportunities. Trustees

17. Concluded regarding name change for Village Inn now to be known as sub group Hospitality Inn Group. The Hospitality Inn Group is Agenda item 9.

18. Concluded regarding Finance topic. IC

19. Concluded regarding Cleaner topic. E M

20. Concluded regarding Scottish Elections. BM

21. Concluded regarding Stall at Fete.

22. Continuation regarding Accounts examination. IC to seek new Accountant per Agenda item 6.

23. Continuation. Per Agenda Item 8. Community Centre Maintenance. CM

24. Concluded regarding Shed removal and matter in hand. JA

25. Continuation per Agenda item 7. TK

The Action List Addendum provides the continuation of and new points.

6. Treasurer's Report

TK asked of the Treasurer, CM, to give an overview pending any queries and or discussions. No questions or queries were forthcoming and that this Report was accepted by those Trustees present.

IC stated that the overall Accounts for the Community Centre had been distributed to the Trustees for discussion too. The accounts are to be submitted for approval to an Accountancy Company for *review*, however it was noted that the relevant Accountant has since retired and that we as a Community Centre are now in a new position to seek another. Presently the cost of a *review* is

unknown. Further enquiries are to be made and to be reported back to the Trustees by the next Business Meeting. Action IC.

A discussion took place regarding the Hall Administrator's annual remuneration review and what could constitute a relevant increase that could be acceptable in co-ordination with the Community Transport Group. Figures will require to be discussed with the Community Transport Group management team and this will be led by TK. Action TK.

7. Safeguarding

CM raised the matter for an update whereby a discussion took place concerning what requires to be adhered to and to take place for Individuals/groups that Hire the Community Centre's Main Hall. IC suggested that Hiring Parties are to be sent the Community Centre's Safeguarding Policy thereby using that as a template. It was suggested that the Hall Administrator be used to assist with correspondence to Hiring Parties. This topic is part of the Action List and is to be carried over to the next Business meeting. Action All trustees.

8. Community Centre Maintenance

CM raised the matter in relation to the following list and the topics were discussed as follows.

Replacement emergency exit door to grounds – agreed.

Waiting for Tom Lochtie - £1152

Painting of Main Hall - agreed

Alex Messenger - £2970 for main hall, another £500 for meeting room unless volunteers can paint this.

Roof report - BG Roofing LTD

Upon inspection, I noticed several missing slates along with damage to the zinc valleys at the front of the building. I would strongly recommend having these repairs carried out, as they may already be allowing water ingress and, if not currently, there is a high likelihood they will begin to do so in the near future.

The cost to carry out these repairs would be £600 + VAT.

I also noticed damage to sections of the zinc ridge. While I am not overly concerned about this causing immediate water ingress, I do believe that if left unattended it will continue to deteriorate and could potentially lead to issues in the near future.

Should you wish to have the affected ridge sections replaced, the cost for this work would be £560 + VAT.

Dry Rot in wooden ceiling lintel of Duncrevie

Exposing and removing rotten timber lintols and cutting back existing first floor joists as necessary. Supplying and fitting bolt on joist ends, and repairing ceiling, flooring and skirtings at affected area.

To spray all exposed stonework and timbers with Sovereign fluid and pastes.

To supply and fit concrete lintols to stonework and fit a steel bar under existing cracked external stone lintol, and to cement/ lime point exterior cracks.

To remove all debris from site.

As a rough estimate, it would be best to allow approximately £3800 plus VAT for Joinery works and approximately £1500 for Builder works.

These works would include protection of floor and existing decoration.

Double glazing (all quotes include VAT)

RKM - £4107

S&S - £4630.80

Balhousie - £2784

Replacement door for front and back of schoolhouse

An approximate estimate to supply and fit 2x new Composite doors, and to remove all debris.

As discussed, both doors shall be white inside and red outside, both will have fan lights above similar to existing, and only the front door shall have a small double-glazed panel. Both fanlights shall be clear glass. Estimate includes all internal and external PVC plates and silicone seals.

Estimate £4550 plus VAT

Total £5460 inc VAT

CM (whom was thanked for her actions) had circulated copies of the Quotes for the Trustees information previously. The Trustees discussed each point on merit and for immediate necessity whereby it was agreed that the focus is to be on the Dry Rot topic. JA offered to contact a known Builder/Joiner to expedite a review of the works involved and costs. To be reported back to the Trustees. Action JA.

9. Hospitality Inn Group update

EM gave an insight into activities involving an Architect to provide an update on the requests for the future design and expectations. Following the initial discussion, it was agreed that a further Trustees meeting shall take place to review the latest design/designs and information. A meeting is to be convened mid-July involving the Trustees before going public to the community. Action Trustees

10. AOCB

IP showed and discussed the requisite necessity for an OSCR Declaration Form to be completed by all Trustees. IP to collate all copies and to forward them onto OSCR on behalf of all Trustees. Action IP

Village Store and charge for Hall Hire for their events.

It was agreed that “support” to our local and important asset be continued by supporting a reduced Hall Hire charge as and when necessary. Although, Hall Hire charges for other Groups/Individuals shall continue and where necessary any amendment requires a discussion with the Hall Administrator to ensure consistency.

Schoolhouse Kitchen update was given by SC and AM. SC passed out a paper copy of the expenditure for the catering equipment purchased amounting to £6538.17 with a surplus left over of £398.83 still to spend. AM suggested that the

Schoolhouse Kitchen could be available for independent usage as from August although this would be viewed as a Hire in tandem with the Main Hall. Further discussion took place regarding a relevant electrical power charge to cover electrical costs. It was noted further that a refundable cost be issued to take in to account accidental damage to equipment should the Schoolhouse Kitchen be used with a figure of £100 suggested. JA suggested that the Wine Club could be subject to a £20 costing as an example for usage. To be considered further in due course.

Floor Polisher. CM raised the matter about a replacement machine. To be investigated regarding what is most suitable and costs.
DR suggested that he could assist with the Floor polishing.

Insurance Policy and the Community Centre Building Valuation. To be arranged and provided. Action IP

Dehumidifier for Archive Room. BM reported that a Dehumidifier had been sourced, it is working successfully and that the monetary funding for its purchase came from the Community Council.

Display Cabinets (2) have been donated to the Community Centre from a Mrs M. Lambie as reported by JA.

11. Date of next Meeting

AGM Monday 26th October 2026 at 7:30pm.

Proposer: Elaine Morton

Seconder: Suzette Clark

Action List Addendum

Action Table

(for next meeting agenda/actions)

Action Reference	Meeting Date	Action	Named Responsible
1	June 26 Extended Aug 26	<u>Rear Fire Exit door</u> - confirm quote and painting by Improvement group - open to work completed.	RM
2	June 26 Extended Aug 26	<u>Painting of Main Hall</u> - choices of paint to coffee morning for final choice	CM
3	June 26 Extended Aug 26	<u>Parking on grass area by the CTG</u> A – Bill keep in conversations going B – Tamsin, review title deeds	BM
4	June 26 Action reviewed Aug 26	<u>Trees removal</u> - removal of wood	DA
7	June 26 Extended Aug 26	GDIB Shed. Updates to be shared with group until work completed	GCIB/via TK
10	June 26 Action reviewed Aug 26. URGENT	CTG Rental agreement. – Review agreement and contract	TK
11	June 26	Hall walkarounds	TK with Karen – invite RM
14	June 26 Action reviewed Aug 26	Kitchen A – Lock on door – RM B – Skip old fridge and hob – DR/JA C – Work with circuit board, carried out by John Allison £400 - AM	Various
15	June 26 Extended Aug 26	GCC emails and domain. proceed with the Wi-Fi change. A - Removal of BT discs B – Website update (Sep 260	BM and TK
17	June 26 Extended Aug 26	Village Inn – winding up process	DA
18	June 26 Action Reviewed Aug 26	Accounts – Bill to add to website	BM

22	June 26 Action reviewed Aug 26	Accounts are reviewed – new quote for external review	IC
25	June 26 Extended Aug 26	Volunteer Policy	TK
26	Aug 26	Admin Assistant - review duties Including: Village shop costs, Yoga costs, Deposits taken (evening private only), and booking Terms Also transport agreement and payment And walk arounds, fire etc	TK with Karen
27	Aug 26	Safeguarding for Regular hall users – TK to support with initial email – then Karen to request copies	TK
28	Aug 26	Hall maintenance A - second quote from D.Meldrum to compare costs JA B – Double glazing – look for possible grants. CM C – Floor polish DR	JA, CM and DR
29	Aug 26	Revaluation of the hall, mainly for insurance	IP