

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 10th August 2023 – 7pm Pinwherry Primary School

Brian Duffie (BD)	Trustee	Jean Wyllie	Trustee
Janette Gates (JG)	Trustee	David Hall	Trustee
Amy Watson (AW)	PPCDTDO	Neil Gates (NG)	Member

In the Chair's absence, BD opened the meeting by welcoming all present

Apologies: Marie McNulty (MM) Ann Berry (AB)

Declarations of Interest: None

Matters arising: None

Election of Office Bearers: The following were elected without opposition:

Treasurer – Ann Berry

Secretary – Brian Duffie

Vice Chair: Janette Gates

School Building Works: AW read out the PPCDTPO Monthly Report – See appendix 1

The Insurance Risk actions have now been completed and the case has been marked as closed by the Assessor.

We are awaiting contract agreement with Westgale which will allow us to draw down the RCGF funding. SAC have requested monthly invoices and completion reports.

ARPL are happy with the progress so far timewise, however AW will arrange a Zoom meeting with the architect to review general progress. **Action AW**

BD pointed out that recent works at the school had highlighted the need for external water and power sources. This will be discussed at the aforesaid meeting together with queries regarding the type of heating to be installed.

School sign. AW to supply artwork for the signage and BD will price it up and submit Small Grant Claim to PPCC. **Action AW and BD**

Funding Update: AB has reported the following: Restricted Funding: £98468.14. Unrestricted: £250:00

Pinwherry Field Project

No update due to AB's absence. AW will issue a volunteer call out for the 20th of August to erect the pergola and polytunnel. **Action AW**

Pinmore Green Play Project:

Equipment quotes are still awaited but AW has started the funding application. BD will approach a neighbouring Trust to ascertain who supplied their playpark equipment. **Action AW and BD**

AOCB

DH confirmed that age restrictions on Quayzone membership had been lifted and now any resident can get 50% off membership. BD suggested that the financial assistance available from PPCC be highlighted in the next newsletter.

BD reported that several Cosy Space attendees had requested that a wall clock be installed. BD to purchase and install.

Action: BD

There being no further business the meeting closed.

Appendix 1

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid July – Mid Aug 2023

Pinwherry School

The building warrant for the phase 3 came through in July!

I had a Teams meeting on 26 th July with Duncan, Milissa and Angela from SAC regarding the next steps for drawing down the RCGF funding. They advised that the Scottish

Government have now issued the grant agreement to SAC (who are technically the grant recipients). For SAC to issue the grant offer letter to PPCDT they need to have the

construction contract. Gordon advises that they are preparing the pricing document for Westgale and will continue to deal with them to achieve an acceptable price. This will allow

us to enter into contract with Westgale and the construction contract can be sent to RCGF to allow us to start claiming the grant. Duncan (from SAC) suggested that we claim on a

monthly basis and for the claims we’ll need to provide an interim certificate and invoice for each, plus a valuation document I think he said.

In terms of timescales and milestones, these (below) were the originals detailed in the RCGF application in October 2022. Gordon advises the dates are still applicable and the only

date they are behind on is the tender issue (i.e. the construction contract) as they were waiting on the go ahead, but otherwise we are still running to plan.

Key Project Tasks/Milestones Date Expected

Detail Design 30/04/2023

Tender Issue 15/07/2023

Approvals 11/09/2023

Site Start 09/10/2023

Completion 31/03/2024

Activity/Project Funding

Unfortunately we were unsuccessful in our application to the Social Isolation and Loneliness Fund for activity and running costs.

School Insurance

I have resent all the photographs and policies required, to Simply Risk Control to evidence the steps PPCDT has taken to mitigate the 6 risk categories flagged up by the survey in

April. I have been sending them as the work has been done, but it seems they haven't been receiving them. I phoned this morning and they have now found all my emails in their

trash folder and they have since reviewed and closed the account.

New Logo for The Auld School Community Centre

I designed the new logo for the school and sent the branding package through, which includes different dimensions for different uses (transparent, social media, letter

header, for print etc). Here's the main logo and it's layout as a letter header:



Pinmore Play Park

I initially contacted two play park construction companies as recommended by David Lowdon, to ask them to provide quotes for the 4 elements (play equipment, picnic area, MUGA

and outdoor exercise equipment). I included the equipment list, an aerial photograph of the land, a proposed layout of the various elements drawn up in October 2022 and photos of

the site from different angles. This was well over a month ago and, apart from an initial email to communicate their interest I haven't received any quotes yet, despite a couple of

reminders. One company has since come back saying they've been on holiday and will send a quote next week and I have emailed a third company, but again, I have not received a response.

In the meantime, I have started writing the funding application to Pinwherry and Pinmore Community Fund for the play park and picnic area, just to get the ball rolling!

PPCDT AGM

I prepared the documents and photo slideshow for the PPCDT AGM which was held on 13 th July. Unfortunately it wasn't as well attended as last year's AGM, which I think is mainly due to it coinciding with the summer holidays, whereas last year's was held in May.

Other

- ☑ I've completed a project evaluation form for the ARIA fund and they are using us as a case study!
- ☑ I have uploaded the May PPCDT meeting minutes to the Documents page of the community website and information about the July Jig to the News page.