

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 11th April 2024 – 7pm Auld School Community Centre

Marie McNulty (MM)	Trustee	David Hall (DH)	Trustee
Janette Gates (JG)	Trustee	Joe Rigby (JR)	Trustee
Brian Duffie (BD)	Trustee	Neil Gates (NG)	Member
Ann Berry (AB)			

MM opened the meeting by welcoming all present.

Apologies: Jean Wylie (JW)

Declarations of Interest: None

Approval of minutes dated 14th March 2024: Proposed DH. Seconded JG

Matters arising: None

School Building: BD had attended the fortnightly site meeting:

- Handover has been extended to mid May
- ARPL have suggested that there may be excess funds and asked for a wish list. BD circulated a rough list and asked for other suggestions. MM noted that at a recent meeting of the Rural, there had been a certain amount of disquiet about the current tables not being used. BD re-affirmed the contention that the Trust should be using new, fit for purpose furniture as previously agreed. The old tables would then be used for field events. There is a meeting of the Pinwherry and Pinmore Community Fund on the 17th of April, where, hopefully, we will get funding for the furniture. Failing that, they were on the wish list. If worst came to worst and no funding was available, we would have to utilise the old furniture meantime. MM and JG suggested adding hybrid meeting equipment to the list. BD asked that JG send him the appropriate links. Other items may be a pressure washer and an amp/sound system. **Action JG and BD**
- It was decided to ask Alec Clarke to open Phase 3
- It was suggested that the original Phase 2 snagging list had a note of the leaking hot water fitment. BD undertook to speak with the site manager. **Actio BD**

Finance:

AB had provided a breakdown of cash in hand, viz:

£48373.51 of which £46534,72 was restricted

AB is currently pursuing the RCGF funding from SAC and has requested log in details. **Action AB**

AB asked that our landscape gardener make monthly grass cuts only and that the timing of the cut would need to accommodate events. Invoices to be presented monthly and addressed to treasurer@pinwherryandpinmore.org.uk. The car park is to be treated with weedkiller. BD undertook to contact the gardener and explain the procedures re invoicing etc. **Action BD**

The PPCDTO's monthly report is at App 1

PPCDTO will continue to pursue the balance of the funding for the caretaker post together with funding for the cleaner post. Meantime MM congratulated NG on his appointment as caretaker. A formal contract will be drawn up and a start date of 1st May was agreed. The caretaker will be able to make up hours with field projects. Procedures for supervision at functions etc will be agreed at a later date. Caretaker to be supplied with an iPad from stock. **Action AW**

BD asked if running the cosy space would now fall to the caretaker. BD expressed a desire to come off of the rota and told the meeting that it was not his intention to stand for re-election as a Trustee at the AGM. After discussion it was agreed that volunteers should continue running the cosy space, with any rota gaps being covered by the caretaker.

It was agreed that it was desirable to keep our PPCDTO after Phase 3 completion. PPCDTO to draw up procedures and processes for the building. A formal contract may be required.

Action MM

Pinwherry Field Project

BD confirmed that the shed and water solution would be addressed in due course and would remain on the agenda until completed. BD undertook to push this forward before the next meeting **Action BD, JS and NG**

Pinmore Green Play Project:

The contractors are proposing a start date of 15th April for the playpark. Completion of works is expected around 18th May.

DH will investigate the viability of a commemorative plaque. It was hoped to make the opening and event with an ice cream van etc. It was agreed that the opening should be delayed until the school summer break, to ensure as many children as possible could attend.

Action DH/PPCC

AOCB

The AGM will take place on Saturday 15th June at 13:30 and will also be used for the official opening of Phase 3

DH confirmed that the PPCC AGM was scheduled for 25th April.

There being no further business the meeting closed.

Appendix 1

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid March - April 2024

Pinwherry School – Phase 3

SAC have since come back with more queries to questions we have already answered. The new contact who took over from Duncan Clelland seems to have had little to no handover, as she is asking questions regarding the original RCGF application that were dealt with well over a year ago – for example, whether we have secured all match funding, whether we went through a tender process. So, I have resent the information and we are now awaiting payment of the first invoice. I am due to submit the second invoice to them once they've processed the first.

Caretaker and Cleaner Salaries and Recruitment

I had a phone assessment from Linda from Foundation Scotland for the Pinwherry and Pinmore Community Fund application, which went well. She said the panel meeting is next week, so we should hear quite soon.

As the Board decided to start to use the £5,000 from Community Empowerment Fund sooner rather than later to ensure it is spent by the end of November 2024, the Caretaker recruitment process took place. Thanks to Janette and Marie for uploading the job advertisement onto the community website and Facebook page whilst I was on holiday. There was only one applicant and Marie and I held the interview on Monday 8th April and are pleased to inform that Neil Gates has been successful and will make an excellent Caretaker for our lovely new facility.

The next thing to do is to create the Contract, which will be done over the next week or so, will input from Trustees.

School Chairs and Tables

I contacted Foundation Scotland to see whether we would be able to apply to PPCF (yet again!) for the chairs and tables for the main hall of the school building, given that we have recently secured large sums from the fund. As we are just asking for furniture, other funders not directly connected with Pinwherry and Pinmore are unlikely to fund this. She said we are welcome to apply to PPCF again as it is not a large sum and is the home fund for the project. So, I have completed and submitted this application.

Pinmore Play Park

I emailed Fiona for a third time and this time copied in Councillor Alec Clark. Alec replied within a day, requesting Fiona to create the Written Agreement as soon as between from SAC in terms of carrying out the maintenance, inspections and insurance. Another week went by with no response from her, so I phoned the main SAC number and asked to be put straight through to Fiona Ross. She answered and said she would attend to it within the next couple of days (although didn't apologise for the delay!) However, she did indeed send the Written Agreement to me, so I have now uploaded this to PPCDTs portal on the Foundation Scotland website as evidence. I've received a remittance notice from FS for the full amount £164,162.50, so this lump of funding should be in your bank account now, or in the next few days.

I also touched base with the play park installer and they have advised that they are ahead of schedule with the current job and are aiming to begin work at Pinmore around 15th April, expecting to send an invoice at the end of the month to assist them with their cash flow. So, not long to wait now!

Website

I still need to look at the links page on the website and update it into more of a gallery style “things to see and do” page of local attractions.