

## PPCDT Trustees and Trust Members Meeting Minutes

Thursday 11<sup>th</sup> January 2024 – 7pm Pinwherry Primary School

Marie McNulty MM	Trustee	David Hall (DH)	Trustee
Joe Rigby (JR)	Trustee	Neil Gates (NG)	Member
Brian Duffie (BD)	Trustee	Jean Wyllie (JW)	Trustee
Janette Gates (JG)	Trustee		

MM opened the meeting by welcoming all present.

**Apologies:** Amy Watson (AW)

**Declarations of Interest:** None

**Approval of minutes dated 12<sup>th</sup> December 2023:** Proposed MM. Seconded JR

**Matters arising:** DH raised the subject of the path at the field. After discussion it was agreed that the path was to be from the Willowdene bus stop to the car park gate. **Action PPCC**

SCOTO. MM informed the meeting that SCOTO were available to conduct their workshop during WC 12/2. The duration is 2 hours. MM will advise date and time. **Action MM**

**School Building:** BD confirmed that Westgale had now been provided with keys and have been on site since Monday 8<sup>th</sup> Jan.

Railings. Although we now have a warning sign to put on the railings, it was decided that the points should be ground off. **Action NG and BD**

BD is keen to submit a small grant claim for the cost of materials to enable the Justice Team to complete the refurb. BD suggested keeping to the same or broadly the same colours. Colour choice had been emailed to MM. **Action BD and MM**

A discussion took place regarding what would happen after Phase 3 was handed over and available to the trust, regarding furniture, equipment and general housekeeping. BD undertook to compile a list for circulation – see App 2 **Action BD**

Queries were raised on the booking fees on the current booking form. BD undertook to review and circulate a revised booking form for approval. **Action BD**

BD suggested that a booking calendar be available on the website to give optics on what dates were available. Access to be granted to nominated Trustees. To be revisited with Charles Ellis of PPCC after Phase 3 available. **Action BD**

Publicity. BD suggested a facility hire sign for the existing 2 post set up at the school and perhaps a tarp on the Herris fencing on Main Street. After discussion it was agreed to erect a bi-dimensional sign in the field. To be investigated further. **Action DH**

ARPL have asked for colour choices for: Toilet partitions and flooring, main hall floor and kitchen floor. BD emailed the choices to those interested in choosing. **Action JG, JW, MM and AB**

**Funding Update:** AB gave an update of financing: In hand balance: £86207.04. Including: D'Oyly Carte - £481.01. Field Water - £5787 and Assel Valley (Field Water) - £1071.89.

Feed In Tariff. This month's reading was 3029. BD will email OVO FIT Team with the reading. **Action BD**

The PPCDTO's monthly report is at App 1 Take outs are that AW is to pursue 1<sup>st</sup> year staffing funding with the amounts for both cleaning and the Caretaker/Manager to be doubled. IE Cleaner: 8 hrs pw @£13ph = £5408 and Caretaker: 16hrs @ £13ph = £10816. **Action AW**

Duties of the Caretaker to be agreed at a future meeting. It is hoped that both posts will be self-financing through Hall hire after year 1

Insurance renewal quote had been paid and Core Cost application was successful including the supplementary amount to cover the insurance premium increase.

AW to confirm Play Park go ahead with contractor. **Action AW**

#### **Pinwherry Field Project**

A final report is to be sent to D'Oyle Carte. **Action AW**

NG, JS and BD will meet to discuss the water solution for the toilets. **Action NG, BD and JS**

AB confirmed that a small shed and base had been purchased. BD asked that AB also purchase 2 bulk bags of gravel for the base. NG and BD would then arrange the build. **Action AB, BD and NG**

#### **Pinmore Green Play Project:**

As noted in App 1 we now have the go ahead for the play park. Once more definite details regarding start date etc are known a Newsletter will be issued to keep the community informed.

#### **AOCB**

BD suggested that the AGM should be in early May once Phase 3 was handed over. This would allow the local community to view the facilities. It would also facilitate the merger of PPCDT and PPCDA. It was hoped that current PPCDA members would stand for any vacant Trustee posts and that the remaining members would form an Events Sub Committee to maintain the great momentum that has been demonstrated recently. **Action MM and AW**

MM mentioned that the planters would need attended to soon. Action carried forward. **Action MM**

MM suggested refurbishment of the stone mile markers on the A714. After discussion this proposal was discounted due to H&S concerns

The notice board at the Kinclair layby is to be repositioned in the layby between the Barr Bridge and Lagansarroch Farm. In addition, the spare noticeboard held in storage is to be erected at the Auld School. John Gregg to be approached. JW will obtain a key for the Kinclair lay by gate. **Action MM and JW**

MM suggested that an open night be held once a month in the new hall with an honesty bar etc. MM will investigate licensing. **Action MM**

JG will investigate Video Conferencing equipment **Action JG**

There being no further business the meeting closed.

## **Appendix 1**

### **Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report**

**Mid December 2023 – Mid January 2024**

Please note, this is a shorter report due to having 2 weeks holiday over Christmas and Hogmanay!

#### **Pinwherry School – Phase 2**

I understand the retention for phase 2 has been paid, so phase 2 is now complete.

#### **Pinwherry School – Phase 3**

The Offer of Grant has been signed, in addition to the Construction Contract, which was signed at the prestart meeting with the contractors. The contractors should have been on site from 8<sup>th</sup> January. I think in a couple of weeks time we'll receive the first interim certificate from the architect and the invoice from the contractor, so at that point I'll be starting the RCGF claims process.

#### **School Insurance**

The school is now insured, payment has been made. The last thing to do is to sign the insurance schedule/proposal.

#### **Core Costs**

We were successful with our application for the running costs of PPCDT for 2024. I was able to speak with Linda from Foundation Scotland and the funding panel did consider our request for the top up grant to cover the increased premium price for the school insurance, and this too has been funded, so there is no funding shortfall. We have £18,600 for core costs for the school (£15,710) and the general trust running costs (£2890), broken down as follows:

**Pinmore Play Park**

As you know, I had applied for the picnic benches and play park equipment elements and advised the funder that we would likely apply for the MUGA and gym equipment in a year or two. However, the panel decided they wanted to fund all 4 elements now, so that everything could be installed at the same time, which totals £164,162.40. I have accepted the terms and conditions of the grant offer on the Foundation Scotland portal.

So, I think we should share this great news with the Pinmore residents - perhaps a mail drop to each house?

Commented [BD2]: Notice board poster?

The next thing to do is to order the equipment from Ken Edgar, the supplier/installer. However, he informs me that they are busy for the first half of 2024 and won't be able to start on our project until May/June 2024. He says he has made enquiries with the suppliers and if orders are placed in January they will be able to hold pricing as per the quotation/the amount of funding we have been granted. So, we need to raise an order with Ken Edgar – shall I draft something up? I'm thinking a request on headed paper, with the quote attached should be sufficient.

Commented [BD3]: Yup

**PPCDT Staffing Funding Requirements Going Forwards**

I think now is the time to apply for funding for staffing costs for the school for the summer onwards. Are you happy for me to look for funding streams? I thought I'd look for funding for a school cleaner, a school caretaker

School Cleaner (self-employed) 4 hours p/w @ £13 p/h = £52 p/w	£2,704
School Caretaker (self-employed) 8 hours per week @£13 p/h @£104 p/w	£5,408
Activities Co-ordinator (self-employed) 14 hours p/w @ £20 p/h = £280 p/w	£14,560
<b>Staff Cost Total</b>	<b>£22,672</b>

and activities co-ordinator, as follows:

Commented [BD4]: Double it to cover cosy and building upkeep etc

Commented [BD5]: Any college courses we could tie in with?

School Insurance	£7,260
School Electricity	£6,000
School Grounds Maintenance	£1,000
School Internet	£600
School Sundries (cleaning products, tea/coffee, toilet rolls, paper towels)	£850
<b>School Costs Sub Total</b>	<b>£15,710</b>
Trust Insurance	£600
Accountancy Fees OSCR Accounts Prep	£700
Defibrillator Annual Maintenance	£500
Website Annual Fees/Maintenance	£400
DTAS Membership	£100
Data Protection Fee	£40
Office Costs (printing/paper etc)	£250
2 x Annual Newsletter printing & postage	£300
<b>Operational Costs Sub Total</b>	<b>£2,890</b>
<b>TOTAL</b>	<b>£18,600</b>

Commented [BD1]: Could tie in with caretaker costs

Do let me know if you think I should be looking for funding for a different role/activity!

#### Other

- I have had a request from the D'Oyly Carte Foundation to provide a Final Report for the grant we received the the Pinwherry Field horticultural project. I'll be doing this next week, so any photos much appreciated!
- I also have two final reports to complete and submit for the Development Officer funding and for 2023s core costs, so again, I'll attend to that this month.
- Now that we have received the Offer of Grant letter from RCGF, I have uploaded that to the Foundation Scotland portal to provide the evidence of match funding needed.
- I have completed another couple of grant reports on the Foundation Scotland portal.

#### Appendix 2

##### Required For Phase 3 Area

- Window coverings – Phase 2 as well.
- Fire extinguisher set (same as last one?). According to Pew, Pew, Barney McGrew, Cuthbert, Dibble and [google](#), the fire equipment needs to be within 30 feet of any cooking appliance. So.... Fire Blanket in the kitchen and extinguishers in the corridor?  
[https://www.fireprotectionshop.co.uk/p/2kg-abc-dry-powder-6ltr-afff-foam-fire-extinguishers-1.8m-x-1.2m-hard-case-fire-blanket-and-extinguisher-id-signs.html?gad\\_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOXtk1D\\_wkSlN2qavDbthHY4skZJbBtvobptc\\_2GevhHpvCql3aqdfhoCWzIQAvD\\_BwE](https://www.fireprotectionshop.co.uk/p/2kg-abc-dry-powder-6ltr-afff-foam-fire-extinguishers-1.8m-x-1.2m-hard-case-fire-blanket-and-extinguisher-id-signs.html?gad_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOXtk1D_wkSlN2qavDbthHY4skZJbBtvobptc_2GevhHpvCql3aqdfhoCWzIQAvD_BwE)  
£80 inc del
- 'Nearest fire exit' signs  
[https://www.safetysigns4less.co.uk/Fire-Safety-Signs/Fire-Action-Notices/5-Point-Fire-Action-NoticeDo-Not-Take-Risks?utm\\_source=google&utm\\_medium=product\\_feed\\_or\\_listings&pl=STD&ccv=Y&sku=12006AN-S&gad\\_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOURIVHCOYSbYiEjXSoTivgM2GxPNEixPNkl1GrmDKkRwWRAFDitEfBoCvCAQAvD\\_BwE](https://www.safetysigns4less.co.uk/Fire-Safety-Signs/Fire-Action-Notices/5-Point-Fire-Action-NoticeDo-Not-Take-Risks?utm_source=google&utm_medium=product_feed_or_listings&pl=STD&ccv=Y&sku=12006AN-S&gad_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOURIVHCOYSbYiEjXSoTivgM2GxPNEixPNkl1GrmDKkRwWRAFDitEfBoCvCAQAvD_BwE)  
£8.20
- First aid kit (inc blue catering),  
<https://amzn.eu/d/7Nc1Lnm>  
£45.36

- Also, we will need to schedule annual extinguisher servicing and smoke alarm testing and an initial inspection by Fire Service.
- Banquet tables, tablecloths and stackable padded chairs (probably a sack barrow for moving them).

Examples:

Tables: <https://adexa.co.uk/Furniture-371/Folding-Tables-Chairs-372/Folding-Banquet-Catering-Table-6ft-White-1800x740x735mm-Adexa-HQXZ180> Say 12 x £38.40 = £460.80

Table cloths: <https://amzn.eu/d/3KdhJKN>

Say 4 x £25.99 =£103.96 – gets a spare pack

Chairs: [https://www.office-furniture-direct.co.uk/taurus-black-frame-stacking-chairs-without-arms-box-4?variant%5B%5D=5861&gad\\_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOfcy9c8lecVmggyS4JZNscklwaE0bsVaUtEezmhZhUhgFTpVwkyRoC418QAvD\\_BwE](https://www.office-furniture-direct.co.uk/taurus-black-frame-stacking-chairs-without-arms-box-4?variant%5B%5D=5861&gad_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOfcy9c8lecVmggyS4JZNscklwaE0bsVaUtEezmhZhUhgFTpVwkyRoC418QAvD_BwE)

Various colours available

Say 20 x £150.40 = £3008

- Toilet door signage inc. baby change  
[https://www.safetysigns4less.co.uk/Information-Signs/Aluminium-Effect-General-Information-Signs/Unisex-and-Disabled-Toilet-Aluminium-Effect?utm\\_source=google&utm\\_medium=product\\_feed\\_or\\_listings&pl=STD&ccv=Y&sku=71051AM-R1ABRSH&gad\\_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOcByJkyR57Gn9dwoWNtT-cusd-i99aBXzykJ2ohyJCwpehSbzMXtJRoC8uwQAvD\\_BwE](https://www.safetysigns4less.co.uk/Information-Signs/Aluminium-Effect-General-Information-Signs/Unisex-and-Disabled-Toilet-Aluminium-Effect?utm_source=google&utm_medium=product_feed_or_listings&pl=STD&ccv=Y&sku=71051AM-R1ABRSH&gad_source=1&gclid=CjwKCAiA44OtBhAOEiwAj4gpOcByJkyR57Gn9dwoWNtT-cusd-i99aBXzykJ2ohyJCwpehSbzMXtJRoC8uwQAvD_BwE)  
 £9.40  
 And  
<https://www.safetysigns4less.co.uk/Information-Signs/Aluminium-Effect-General-Information-Signs/Ladies-Aluminium-Effect>  
 £10.08  
 And  
<https://www.safetysigns4less.co.uk/Information-Signs/Aluminium-Effect-General-Information-Signs/Gents-Aluminium-Effect>  
 £10.08  
 And  
<https://www.safetysigns4less.co.uk/Safety-Signs/Metal-Door-Signs/Baby-Change-Symbol-Stainless-Steel>  
 £2.04  
 Blue roll holder for kitchen

[https://www.amazon.co.uk/Centrefeed-Paper-Lockable-Dispenser-dispenser/dp/B01C5W7FIK/ref=sr\\_1\\_2\\_sspa?dib=eyJ2ljojMSJ9.-5axYKIKsAgF4ui5I5Cjt5cukaw7cu1Hc8g8Vxjyse1sRKz0DdMUgx44KceXgUyR4bFlHveyL VG8\\_0wPty0goQ.smcQxLFbOezJ1vd6981dkgnFqINdTkWR2bTTMjm3LmU&dib\\_tag=s&keywords=blue+roll+dispenser&qid=1705054676&sr=8-2-spons&sp\\_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1](https://www.amazon.co.uk/Centrefeed-Paper-Lockable-Dispenser-dispenser/dp/B01C5W7FIK/ref=sr_1_2_sspa?dib=eyJ2ljojMSJ9.-5axYKIKsAgF4ui5I5Cjt5cukaw7cu1Hc8g8Vxjyse1sRKz0DdMUgx44KceXgUyR4bFlHveyL VG8_0wPty0goQ.smcQxLFbOezJ1vd6981dkgnFqINdTkWR2bTTMjm3LmU&dib_tag=s&keywords=blue+roll+dispenser&qid=1705054676&sr=8-2-spons&sp_csd=d2lkZ2V0TmFtZT1zcF9hdGY&psc=1)  
£29.99

- Toilet roll dispensers
- [https://www.amazon.co.uk/Adhesive-Stainless-Steel-Loo-javid-International/dp/B0BCZ6594F/ref=sr\\_1\\_6?crid=5D5GRMUPK5AM&dib=eyJ2ljojMSJ9.ahjRnYoMyill3ZDRprlHGgxi4wLE58p5isBFSZK7CTu2nwUmrXM-kwCcpJsfstXFC1CdKwVi6bKTuMIFi\\_5zKg.3LXZB4sPgrNGi2Q00IQ5s2hxVBhaKHT9kJRLWcB86w&dib\\_tag=se&keywords=toilet+roll+holder&qid=1705054832&sprefix=toi%2Caps%2C109&sr=8-6](https://www.amazon.co.uk/Adhesive-Stainless-Steel-Loo-javid-International/dp/B0BCZ6594F/ref=sr_1_6?crid=5D5GRMUPK5AM&dib=eyJ2ljojMSJ9.ahjRnYoMyill3ZDRprlHGgxi4wLE58p5isBFSZK7CTu2nwUmrXM-kwCcpJsfstXFC1CdKwVi6bKTuMIFi_5zKg.3LXZB4sPgrNGi2Q00IQ5s2hxVBhaKHT9kJRLWcB86w&dib_tag=se&keywords=toilet+roll+holder&qid=1705054832&sprefix=toi%2Caps%2C109&sr=8-6)  
6 x £8.85 = £53.10

*These are only suggestions to give us an idea of products and prices. But I'm happy to put in a couple of grant apps now to PPCC for the tables and a mix of the other stuff. **Let me have your thoughts please***