

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 12th October 2023 – 7pm Pinwherry Primary School

Marie McNulty (MM)	Trustee	Amy Watson (AW)	PPCDTPO
Ann Berry (AB)	Trustee	Jimmy Stewart (JS)	PPCDA
Joe Rigby (JR)	Trustee	Neil Gates (NG)	Member
Brian Duffie (BD)	Trustee	Jean Wyllie (JW)	Trustee
Janette Gates (JG)	Trustee	Faith Hillier (FH)	GSA Biosphere
David Hall (DH)	Trustee		

MM opened the meeting by welcoming all present and introducing Faith Hillier from The Galloway and South Ayrshire Biosphere (GSA) who would be presenting on the GSA Communities initiative.

Apologies: None

Declarations of Interest: None

Approval of minutes dated 14th September 2023: Proposed AB. Seconded JG

Matters arising: Handrails – BD confirmed that the extension to the handrail up the path has been completed by NG. **Safety signs** – BD confirmed that a Small Grant Form was to be considered at the next PPCC meeting. **War Memorial** – Jack MacDonald had previously intimated that Jamie MacDonald would be refurbishing the memorial stones. Jack to be asked for an update.

GSA Communities:

Faith Hillier gave a presentation on the GSA Biosphere Communities project. The advantages of being a GSA Community are that they are featured on the GSA website and social media channels, publicising the highlights and attractions of the area. FH explained that the initial step would be to invite the community to attend a workshop where the unique attractions and history of the area would be established, and the community would be encouraged to adopt the GSA ethos.

Further information: <https://www.gsabiosphere.org.uk/explore-the-biosphere/biosphere-communities/>

DH asked if FH could do a similar presentation to PPCC on Thursday 19th October. FH confirmed that she was unavailable on that date. After discussion, MM volunteered to do the talk. MM thanked FH for her presentation. **Action: MM**

School Building: AW handed out her PPCDTPO monthly report for September/October (see appendix 1). The report included details of the funding shortfall regarding the Phase 3 tender, including the architects' caveats about provisional figures and additional items such as CCTV. MM asked JS if any funds were available from the joint fund. JS confirmed that although he had received no response from PPCDA members, he as Treasurer was proposing a contribution of £2000 from the £3000+ held. DW pointed out that they would still need to fund the children's Christmas party. JS asked if a Small Grant Claim to PPCC

would be considered. DH pointed out that the next PPCC meeting was the following week and asked that any claim be submitted in time for that. BD undertook to send JS a blank form. **Action: BD**

Regarding the tender, BD stated that he and NG had scrutinised same that afternoon and pointed out the following that were worth querying:

- Option of Air Source extension to Phase 2 - **£7200** inc vat. After discussion it was decided that we would not take up this option
- Contingency - **£12000** inc vat. AW pointed out that this was a standard entry in a tender exercise. It was to be hoped that as all of the horrors had already been exposed and sorted and Phase 3 was a 'fit out' exercise that this sum would not be needed in full.
- Septic Tank - **£9000** inc vat. BD seemed to think that the tank has been surveyed as part of Phase 2 and had been passed as fit for purpose. It was agreed to seek further clarification on this item.
- Toilet Cubicles – saving unknown. We have the option of taking cheaper cubicle materials. NG confirmed that the cheaper option was very robust and that he had recently seen them in place in a supermarket setting.
- Kitchen Fit out - **£18000** inc vat. NH and BD had looked at the possibility of dispensing with this part of the tender and independently sourcing stand-alone Stainless-Steel kitchen tables, sinks etc, together with an electric range, fridge freezer and dishwasher at an approximate cost of £8500, saving approximately **£9500**. NG pointed out that the tender allowed for Westgale to lay sealed flooring, wall cladding and services and that connecting the sinks etc would be a straightforward task. A full discussion took place and MM was worried that such a modular set up would not be up to standard aesthetically. BD assured her that the modular SS units would be more hygienic, robust and that the layout could be configured to suit the requirements of varied events. NG queried that the 450mm ducts would mean the cost of commercial ducting units being incurred. Standard cooker hood 250mm ducting would be sufficient. It may be that due to receipting requirements the kitchen equipment would have to be sourced by Westgale. If that was the case, we, as the client would specify which items were to be sourced and from where to keep the cost down as per above.
- CCTV/Baby Change etc: No figure had been provided yet and the savings above would go a long way to cover these additional costs.

It was agreed to put these points to the Architect to see what his response was. AW will email ARPL. **Action: AW**

Funding Update: AB provide a funding update. AW gave an update on the core cost application (see Appendix 1). Linda West is our new Foundation Scotland contact and AW will arrange a Teams Meeting to familiarise Linda with the Trust and its objectives.

BD queried if Creetown Initiative administered the web site and owned the domain. AW confirmed that it was administered by Charles Ellis a PPCC member

Pinwherry Field Project

Water supply to toilets: BD confirmed that he, NG and JS would take care of this in the spring by fabrication of a steel tower with an IBC on top supplying the toilets. Funds from Field, Water, Benches fund **Action: BD JS and NG**

Water for Polyunnel: BD confirmed that the irrigation system supplied with the Polyunnel could not be used as it needed mains water. As there was money left in the D'Oyley Carte fund (£911.01), BD undertook to send AB a link for a small shed. Guttering to be fitted for water harvesting to the butts that had been purchased previously. **Action BD and AB**

Pinmore Green Play Project:

AW has submitted an application for 90k (see appendix 1). **Action AW**

AOCB

Ground maintenance for the school is to be remunerated. **Action: AB**

A cleaner would be needed for the school and the relevant person will discuss with AB direct. **Action: AB**

BD pointed out that the faulty security light was due to water ingress and would need replaced. AB asked that Westgale be approached in the first instance, to see if it was covered by warranty. AW to query via Architect. **Action: AW**

AB noted that the post box was leaking and that we required a new one. She had recently purchased a waterproof one for Biosphere Bikes. BD suggested she purchase same on behalf of the Trust. **Action: AB**

DH and JS informed the meeting that PPCDA had arranged another gig in the field following the success of this years. The date is 17th August 2024.

DH has been approached by Jamie Dean who is willing to donate unused sound equipment to the Trust. As some sort of sound system would be needed once Phase 3 was in use, it was decided to take him up on his offer. **Action: DH**

There being no further business the meeting closed.

Appendix 1

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid September – Mid October 2023

Pinwherry School

Gordon has sent through the tender document from Westgale, which shows the breakdown of the costs for phase 3. His commentary is below:

This needs to be treated with a degree of caution- there are items which they did not get prices for in time so they are provisional , particularly the heating- and the late ideas on baby change and CCTV are still being priced so they have to be added. But as it stands adding in fees and VAT it comes to £305,859.80 compared to the budget of £291,557.43. To date you have paid £7,823 of this. To get to the original figure we therefore would have to remove approximately £11,000 from the priced schedule

We are checking the prices and seeking to confirm the outstanding items and provisional sums. When we have completed this exercise we will be able to put forward a possible “shopping list” of savings for you to consider. That process will allow us to hopefully confirm a contract sum at an acceptable figure.

Unless there is some funding available from Pinwherry and Pinmore Community Association, I think we will need to trim the schedule by £11,000.

Core Costs

Over the past 4 weeks I have tried phoning and emailing Suzy from Foundation Scotland multiple times to talk through PPCDTs funding requirements over the next year – specifically the core running costs for the charity, the school running costs and the play park. Unfortunately she would not respond, which is unusual for her. So, I phoned the main number and was eventually put through to the new Grants Advisor for the PPCF; Linda West. She couldn't help me there and then as she says she needs to get up to speed with our project and needs and wants to schedule a video call in the next few weeks!

I was panicking slightly last Thursday because the deadline for the next round of PPCF was Friday (6th October), with an outcome mid-December. The renewal for the school insurance is early December and general Trust insurance is November, so the pressure was on. The original advice was that I wouldn't need to complete a regular application form, as this was a specialised funding request, so I would need to provide a document instead. However, I didn't know for sure what was needed in this document and as no one could help me, I ended up writing and submitting a small grants application on Friday to make sure it was received by them prior to the deadline. The issue was that the total grant cost was £18,340, which was greater than the small grant amount of £10,000. I have since emailed Linda to explain that we are requesting the full £18k from the fund, not £10,000 towards it. I couldn't apply via the large grants option, which goes up to £25,000, as that is a 2 stage process, meaning that I couldn't have submitted the main grant application that day.

Anyway, I have since heard from Linda and she understands why I did what I did on Friday and she will let me know if I need to provide her with any other information, or if I need to fill out a different form. The main thing is that the application is submitted!

So, I applied for the following:

School Core Costs	
School Insurance	£7,000

School Electricity	£6,000
School Grounds Maintenance	£1000
School Internet	£600
School Sundries (cleaning products, tea/coffee, toilet rolls, paper	£850
School Costs Sub Total	£15,450
PPCDT Core Costs	
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
Operational Costs Sub Total	£2,890
GRAND TOTAL	£18,340

Pinmore Play Park

I submitted the funding application to the PPCF prior to the 6th October deadline, so we should know the outcome in mid-December, unless the panel requires more information due to the size of the grant request.

£53,506.00 - Play area

£18,345.00 – Picnic area

£1,200.00 – Reinstatement of grass around picnic area

£1,025.00 – Maintenance

£400.00 – RPII post-installation inspection

£14,895.20 – VAT

£89,371.20 - TOTAL

Other

- I have written and submitted the end of grant report for the Hadyard Hill funding for phase 2 of the school refurbishment.
- The renewal quote for PPCDT has been issued. It totals £659.91.
- Angela from the ARIA fund asked me to write a case study about the funding we received from them for the furniture and snippets from our case study were picked out of 7 others to be included in a Scottish Rural Network blog : https://www.ruralnetwork.scot/news-and-events/news/ayrshire-supports-ambition?utm_medium=email&utm_campaign=Rural%20Network%20News%202015%20September%202023&utm_content=Rural%20Network%20News%202015%20September%202023+CID_021e0ff01ca38e11cba88d762abc9a69&utm_source=Email%20marketing%20software&utm_term=Find%20out%20more