

## PPCDT Trustees and Trust Members Meeting Minutes

Thursday 13th April 2023 – 7pm Pinwherry Primary School

Marie McNulty MM	Trustee	Jean Wyllie	Trustee
Ann Berry (AB)	Trustee	David Hall	Trustee
Joe Rigby (JR)	Trustee	David Logan	PPCC
Brian Duffie (BD)	Trustee	Neil Gates (NG)	Member
Anthony Hills (AH)	Trustee		

MM opened the meeting by welcoming all present

**Apologies:** Janette Gates (JG) Amy Watson (AW)

**Declarations of Interest:** None

**Approval of minutes dated 9th March 2023:** Proposed AB. Seconded JR

**Matters arising:** None

**School Building Works:** MM reported that her and AW have a meeting regarding RCGF process. Any tendering is to follow the Community Wealth Building Process. **Action MM and AW**

MM read out the PPCDTO monthly report for March – see App1

**Funding Update:** AB reported that there is £58890.72 of restricted funding in the bank.

Xero accounting software will be used for the coming financial year.

### **Pinwherry Field Project**

AB will order the equipment: Raised beds, Pergola, Tools and shed. **Action AB**

Once the marquees are up for the coronation, markings to be made to establish position of raised beds etc

MM to liaise with Simon Russell regarding commencement of field maintenance. **Action: MM**

Water: NG to produce a list of parts to order for the Loos etc. Repairs will be needed to the internal wall due to damp. **Action: NG**

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

DH reported that the community are keen to see work started. Alex Clark (SAC) is to be approached to see if he can kick start things. **Action: DH**

### **AOCB**

No decision made on the new name for the building yet

Whiteboards to be mounted. **Action: BD**

Risk assessments etc to be sent to the insurance underwriter next week. **Action: AW**

There is to be a Coronation event on 6<sup>th</sup> May. Details will be posted shortly and volunteers will be required for the Marquees.

A Rota has been established of responsible persons to run the cosy space. BD will liaise with the people involved. **Action: BD**

There being no further business the meeting closed.

## Appendix 1

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

Mid March – Mid April 2023

#### Pinwherry School Funding

The panel meeting for the shortfall funding application for phase 3 for £33,924.42 was held on 6 th March and we were

successful, which means we now have secured all of the funding required to carry out the phase 3 works.

I still haven't received the grant award letter from RCGF, however Colin Love has emailed to say: "At our recent meeting

we discussed procurement requirements in relation to the RCGF grant. As a general rule you should look to obtain at least

3 quotes for any works but requirements will be confirmed through the grant award documentation/discussions."

#### Activity/Project Funding

I submitted the Expression of Interest application to the Social Isolation and Loneliness Fund and have been invited to

submit a stage 2 application, which needs to be submitted by 28 th April. This will be for project funding to run activities in

the hall (and possibly the field / Pinmore Green) to mitigate isolation and loneliness in the community. We can apply for

up to 3 years funding. The maximum grant for year 1 (Aug 2023 – Mar 2024) is £16,000, for year 2 (Apr 2024 – Mar 2025)

is £24,000 and for year 3 (Apr 2025 – Mar 2026) is £24,000.

I haven't completely scoped out the project yet, but I'm thinking along the lines of:

☑ Part time freelance project co-ordinator (maybe 14 hours per week?) – this person would be responsible for

organising and delivering activities and out sourcing professionals to run specific activities if/when required.

They could run the existing cosy spaces sessions and expand from there.

☑ Freelance tutor/professional costs (for example yoga teacher)

☒ Equipment/activity costs (e.g catering costs for events, equipment for childrens'/youth projects etc)

☒ Staff/volunteer training costs and expenses

☒ Contribution to energy costs and other overheads

I don't think we can apply for caretaker costs, however the project co-ordinator would be required to open up/close the

building and obviously tidy after sessions. Regular usergroups would, I assume, have their own set of keys for access. So

the proper deep cleaning of the building will need to be funded from elsewhere, or carried out voluntarily for now.

Any suggestions for this project are welcome!

### Pinwherry School Furnishings

The second half of the ARIA funding has now been deposited and Chris Campbell carried out the monitoring visit on 10 th

March during the first cosy spaces event.

### School Launch Event

The school launch was carried out on Thursday 30 th March 2pm – 4pm and was well attended by community members

and other invited supporters, funders, partners. We had representatives from PPCC, PPCA, Pinwherry SWRI, plus Cllr Alec

Clark, Cllr Gavin Scott, Cllr Peter Henderson, Tom Henderson (SAC Community Wealth Building), Suzy Mercer

(Foundation Scotland), Stuart Smith and colleague from Westgale, Gordon Fleming from ARPL, Colin McNally, Tim and

Carolyn Stephenson from Creetown Initiative. Catering was kindly prepared by Rosie Duffie, Marie McNulty and Alec

Clark gave speeches and great efforts were made by the PPCDT Trustees to ensure the event was a success. I did some

community consultations and the responses were as follows:

Activity Ideas:

Craft/knitting club (this was suggested by 4 different people)

I.T drop-in sessions

Film nights/pop up cinema

Silent auctions

Keep fit class

Choir and choir performances

Theatre groups/rural touring performances

Yoga

Lego group

Social nights with food and dancing

Larger Community Projects:

Forest school / nature play

Plant fruit trees and vegetables

B&B in nursery building

Bothy in nursery building

Building Name Ideas:

“Old School” (2 suggestions)

“The Old School” (2 suggestions)

“Old School Community Hall”

“Peter’s Room” (for one of the spaces in the building)

“Woodland”

“Pinwherry and Pinmore Community Hub”

Meetings

On 22 nd March, Marie and I met with Colin Love from SAC about the Community Asset Transfer process and I have an

evaluation document to complete, which I will get done next week. Then at 2pm, Marie, Brian, Ann, Joe and I had a

useful meeting with Tom Henderson from SAC Community Wealth Building regarding the next steps for the Nursery

building. He advised that there are no deadlines and that it is a flexible “best fit” type of fund. We collectively decided on

a feasibility study as the best document going forwards. A tender brief will be created, which I have asked that we have

sight of before it gets sent to interested parties. At this stage, he hasn't provided timescales for this piece of work.

### School Insurance Site Visit / Survey

Stuart Dennis from 'Simply Risk Control' has been instructed to carry out a property and liability survey on the school

building on behalf of Touchstone Underwriting. He has visited the site (despite being asked to come back another time

due to tree felling!) and he has asked for the following information. I have marked against each in a different colour,

green for what I believe we need to provide, red for what I believe is not applicable to us and purple for the things I'm

not sure about. I told him on the phone that I will attend this this next week.

☐ Outline of the company/organisation's history at the site. – I will write this

☐ Age of the building – built in 1893

☐ Number of staff employed - 0

☐ Company health and safety policy along with the policy statement – to be written

☐ Property risk assessments e.g. fire, water & asbestos survey and evidence that they have been reviewed – to be

written (might need info from Gordon regarding the asbestos surveys he did. I may actually have those surveys

filed somewhere) Covered by Pnwherry-Old-School-Fire-Safety-Risk-Assessment-March-2023 but may need

asbestos report which should be held by ARPL

☐ COSHH risk assessments and details relating to the storage of hazardous materials – to be written

☐ Noise Surveys – n/a (no neighbours)

☐ Employee, task based risk assessments (signed copies if possible) – n/a (no staff yet)

☐ Life safety equipment testing and maintenance records (fire panel, smoke heads, emergency lighting, AOV's and

dampers etc.) – n/a yet??

☐ Fixed electrical inspection certificate and testing records – Not sure what this is?? 5 yearly electrical testing

certificate in conjunction with PAT

☐ PAT testing certificate – n/a (all items are new and under 1 year old)

☒ Gas safety inspection – n/a (no gas on site)

☒ Property inspection records (any walk-arounds to check property condition, walkways etc.) – Do we need this??

Don't think so

☒ Work equipment inspection and maintenance records – n/a

☒ lifting equipment and pressure vessel thorough examinations – Not sure what this is?? Oxygen cylinders etc -

NA

☒ Staff training records / matrix – n/a (no staff yet)

☒ Induction records (copy of a signed induction) – Not sure what this is?? For Staff NA

☒ First aid training – in process

☒ Fire marshal training – in process

☒ Security systems maintenance records (intruder alarm, CCTV etc.) – I don't think we have the alarm system

yet?? Probably when the entire building is renovated?

☒ Name and details of the competent person responsible for day to day management of health and safety along

with their training/accreditations – this will need to be a willing Trustee for now!

☒ Lease information – Tenant obligations if your company leases the property, or if any part is sub-let – n/a

☒ Emergency and business continuity plans – n/a

☒ Loss history – n/a

☒ Details of enforcement visits (fire brigade, local authority, HSE) – Not sure about this Only applicable if we fail

an inspection visit by Fire HSE etc therefore NA

☒ Details relating to commercial kitchens including ductwork cleaning certificates, gas safety certificates and

qualifications of the catering staff – n/a (no commercial kitchen yet)

☒ Any other relevant H&S information – n/a

☒ Details of cash held on site, how it is held, banking frequency, by whom and on what days – n/a

☒ Details of any safes and safe limits – n/a

## Newsletter

I finished the newsletter and got it printed. Trustees kindly distributed them!

## Pinwherry Field

I was successful in securing funding from The D'Oyly Carte Charitable Trust for £4,727 for community garden equipment.

I have accepted the grant and its conditions by providing a headed letter and the funded has been deposited into PPCDTs

bank.

## Other

I have uploaded the January PPCDT meeting minutes to the Documents page of the community website

I've also uploaded the new community newsletter to the website

I have created a couple of posters for the IT drop ins and Kings Coronation event.