

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 14th September 2023 – 7pm Pinwherry Primary School

Marie McNulty (MM)	Trustee	Amy Watson	PPCDT
Joe Rigby (JR)	Trustee	Neil Gates (NG)	Member
Brian Duffie (BD)	Trustee	Jack MacDonald (JM)	Member
Janette Gates (JG)	Trustee	Gordon Fleming (GF)	ARPL
David Hall (DH)	Trustee	Ann Berry (AB)	Trustee

MM opened the meeting by welcoming all present and introducing our architect Gordon Flaming. Due to time constraints MM stated That GF would do his presentation before the meeting proper. The main take aways from Gordon’s presentation were:

- Phase 3 is with Westgale for pricing and the price should be proposed in the next 2-3 weeks.
- The kitchen layout and equipment are flexible and do allow for some cost savings if needed.
- All consents are in place.
- Air source heating does not have to replace the existing electrical radiators if that’s what we decide.
- There will be a buffer hot water tank that will run from the existing solar panels. Other hot water will be by means of instant heaters.
- After discussion it was agreed that CCTV would be preferable to a burglar alarm, as an alarm most likely wouldn’t be responded to and CCTV would act as an effective deterrent.
- GF will investigate a WIFI extender solution for the main hall.
- The revised plans include external water and power sources.

MM thanked GF for his comprehensive update

Apologies: Jean Wyllie (JW)

Declarations of Interest: None

Approval of minutes dated 10th August 2023: Proposed JG. Seconded DH

Matters arising: None

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

BD pointed out that neither the field car park nor the playground have disclaimer notices. BD will ask Jamie MacDonald (JMac) to provide prices and compare with online cost. **Action BD**

JM noted that the lettering on the war memorial was beginning to fade, and he will ask JMac to have a look. At this point the meeting congratulated JM on the work that he had done to make the memorial garden so neat and tidy.

AB asked for an extension to the handrail at the top of the path. **Action BD and NG**

Funding Update: AB provide a funding update

There was a discussion on future core costs – details in the PPCDTO report. Funding of Core Costs to be applied for by 6th October. MM noted that AW's time with the Trust was coming to an end, but that some funding was available to extend her appointment if it suited AW and Creetown Initiative.

Pinwherry Field Project

BD confirmed that the Polyunnel was now installed and thanked all of the volunteers for their help. The provision of a mini digger by Jim Stewart had proved invaluable. In total the install had involved 6 volunteers for about 10 hours over 2 days.

BD asked how use of the polyunnel was to be regulated. The meeting agreed with JW's proposal that a gardening subgroup of those who would be using the facility should be formed and that they should monitor use etc. AB suggested raised beds and a modular gravel path. BD and NG will investigate. **Action: BD and NG**

Pinmore Green Play Project:

AW has received an equipment quote of £164,162.40. A breakdown of the cost is in App 1. It was agreed that a phased application would be put to Foundation Scotland, firstly for the Trust's core running costs and then the playpark costs. **Action AW**

AOCB

MM thanked all of the volunteers for their work over the last few months.

BD has registered the Trust with Microsoft's Non Profit scheme. This allows for Trustees and volunteers to receive basic Office 365 for free. If anyone wishes to take advantage of this, they should approach BD.

BD and NG have removed the chain link fencing around the playground. BD asked AW to create a FB post offering the fencing for uplift for dog, chicken, rabbit runs etc.

NG noted that the remaining fencing was in a very poor state and would need attended to, weather allowing.

NG and BD have installed the new 'Auld School Community Centre' sign

There being no further business the meeting closed.

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid August – Mid September 2023

Pinwherry School

The update I received from Gordon is below:

The project is with Westgale for pricing at the moment. We will need to wait for their price and then finalise the details to match the budget if we can. I would anticipate it will be early October that we are in a position confirm the contract. Consents are all in place so all being well with resolving the budget we would expect to start on site around the end of October.

So, I have informed Duncan at SAC and he is pleased that progress is being made. He said that when the construction costs are confirmed, they can issue the RCGF grant contract for signature, likely within two weeks of receiving the Construction Contract (and value). At that point, we can start drawing down the grant via their claims system.

Pinmore Play Park

Despite numerous prompts and emails, we have only received one quote for the play park, from Ken Edgar Play Area Specialist (Scotland) Ltd, as follows:

£53,506.00 - Play area

£18,345.00 – Picnic area

£42,704.00 – MUGA

£20,647.00 – Exercise Zone

£1,200 – Reinstatement of grass around picnic area

£400.00 – RPII post-installation inspection

£27,360.40 – VAT

£164,162.40 - TOTAL

The description he provided is below:

All safety surfacing for the play equipment and surfacing for the picnic area to be bonded rubber mulch. The picnic area size to be 140m².

Timber shelter to be A E Evans bespoke picnic shelter.

Accountancy Fees OSCAR 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													
School Cleaner (self-employed) 4 hours p/w @ £13 p/h = £52 p/w	£2,704	On-going												
School Caretaker (self-employed) 8 hours per week @£13 p/h @£104 p/w	£5,408	On-going												
Activities Co-ordinator (self-employed) 14 hours p/w @ £20 p/h = £280 p/w	£14,560	On-going												
Staff Cost Sub Total	£22,672													
New Play Park equipment, picnic benches (inc. VAT) installation	£75,000 <i>estimate</i>													
Play park and picnic benches annual inspections and maintenance	£1,025													
Pinwherry Field strimming/mowing	£1,000													
Pinwherry Field community garden materials (soil, seeds, plants, tools)	£1,500													
Activity costs (equipment, resources, tutor costs)	£2,000													
Other Project Cost Sub Total	£80,525													
TOTAL ANNUAL COSTS FOR YEAR ONE	£121,537													

Other

- I have uploaded the June PPCDT meeting minutes to the Documents page of the community website and put a couple of posts on the Facebook page when required.
- I designed the new outdoor sign for the school.