

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 18th May 2023 – 7pm Pinwherry Primary School

Marie McNulty (MM)	Trustee	Jim Stewart (JS)	Member
Ann Berry (AB)	Trustee	David Logan (DL)	PPCC
Joe Rigby (JR)	Trustee	Neil Gates (NG)	Member
Brian Duffie (BD)	Trustee	Jack MacDonald (JM)	Member
David Walker (DW)	Trustee	Bob Turner (BT)	Member
Jean Wyllie (JW)	Trustee	Amy Watson (AW)	PPCDTPO
David Hall (DH)	Trustee		

MM opened the meeting by welcoming all present

Apologies: Anthoney Hills (AH)

Declarations of Interest: None

Approval of minutes dated 13th April 2023: Proposed AB. Seconded DH

Matters arising: None

School Building Works: AW reported that the RCGF funding letter was still outstanding. She has arranged a Teams meeting with SAC on 22nd May at 14:00 to discuss. Invites to Teams will be emailed to Trustees. The PPCDTPO report with full funding and actions is at APP 1.

Finance and Funding: AB reported that there is £43566.73 of restricted funding in the bank.

Xero accounting software will be used for the coming financial year and McNally accountants appointed.

AW reported that the Social isolation funding 2nd stage had been lodged in April. She cautioned that competition for this fund was high and reckoned there was about a 5% chance of success.

If funding were received it would amount to about 58k over 3 years and some of the proposed uses would be:

- Freelance Project Coordinator to run and manage activities.
- First Aid and Hygiene training
- Minibus hire for activities outwith the area
- Building running costs

AW is to apply to Foundation Scotland for a 3 year grant to cover running costs for the building. AB and AW will liaise to finalise projected cost for the 3 year period. **Action AB and AW**

JS reported that there was £2015 in the joint PPCDT/PPCA fundraising account

MM is still investigating the solar panel feed in tariff. She reported that progress was slow, but the matter was progressing nonetheless. **Action: MM**

Pinwherry Field Project

AB reported that all of the D'Oyly Carte field purchases had been delivered and a plan would need to be drawn up and then volunteers requested to set everything up. **Action: AB**

NG is to investigate the purchase of brackets and construction of the raised beds. **Action: NG**

Pinmore Green Play Project:

PPCC have asked Councillor Alex Clark to nudge SAC as progress has stalled.

SAC now have the MUGA maintenance costs

David Loudon (SAC) has been approached to confirm maintenance costs.

It has been decided that a phased approach will be needed for the playpark area with picnic facilities taking priority, followed by the actual play equipment installation

Cosy Space

BD confirmed that the cosy space continued to attract between 10 and 12 attendees. The Responsible Person rota was now up and running and declarations had been signed by RPs that they had read and understood the evacuation procedures.

AOCB

BD queried the fact that the Risk Assessor stated that they had not received a Building Risk Assessment document. AW will resubmit. **Action AW**

BD reported that he had mitigated the Risk assessors' queries as much as he could, viz: Raised area at rear of school painted bright yellow. Drain covers replaced where needed. No smoking signs put up in the building. Access to the rear area restricted by the installation of a gate. None of the other areas of risk were within his abilities to attend to. The storage sheds at the side were deemed structurally safe and would be refurbished IDC to create doors etc. In BD's opinion the structures in the rear garden were beyond saving and would need demolished. A quote was to be sought re the foliage on the chimney stack and repointing same, together with addressing any slipped tiles.

Action: BD

BT reported that Graham Henderson (GH) had requested a small gate access into the field to allow the barrowing of compost etc. In exchange GH would have no problem with his domestic water supply being used to service the toilets. A full and frank discussion ensued, and JS pointed out that by allowing this we would be creating an historic right of access for future occupants of GH's property.

It was felt that if GH would sign a letter confirming that access would only be used for wheelbarrows etc and such access would only exist for the period of his occupancy, that that would be sufficient to protect the Trust's position. Although disagreeing strongly with this course of action, BT undertook to put the proposal to GH and left the meeting.

DW reported that there was to be a music event in the field on 22nd July and both marquees would be required. Marquees to be put up on the 20th and taken down on the 23rd.

Tickets for the event would be priced at £10 and available from PPCA members. It was also proposed to allow BACS payment with tickets available for pick up at the gate on the night. Details to be posted on FB

The generator would be needed and JS, BD and NG undertook to check the generator at 10:00 on Tuesday 23rd May.

Action: JS, BD and NG

JM asked if he could get funding for the purchase of plants for the villages planters. JS agreed that the funding could come from the joint PPCDT/PPCA account.

A discussion then ensued on the date for the AGM and it was decided that it would be held on 13th July at 19:00 in the village hall.

There being no further business the meeting closed.

Appendix 1

Pinwherry and Pinmore Community Development Trust | Project Officer Monthly Report

Mid April – Mid May 2023

Pinwherry School Funding

I still haven't received the grant award letter from RCGF and over the past 3 weeks I have emailed Jamie Tait three times

with no reply. So I phoned him and I have set up a Teams meeting with him, Milissa and George Hunter the new

Assistant Director at 2pm on Monday 22 nd May. He told me on the phone that SAC still have not received an contracts

from the Government, but when they do, SAC will need cabinet approval, which could also take a bit of time. He said he

was told by the government that he should receive the grant offer letter this week...

Marie and I met with Duncan McClelland and his colleague Angela from SAC. Duncan has been involved in many RCGF

grants and it was useful to gain an insight into the procurement process for this grant. Key information I took away was

that, we will need to identify specific elements of the build when drawing down the funding. He also advised that if

Westgale are on a local procurement framework for SAC, we shouldn't have to re-tender for phase 3 and Westgale have

confirmed they are.

Activity/Project Funding

I submitted the second stage application to the Social Isolation and Loneliness Fund for project funding to run activities

in the hall and the field to mitigate isolation and loneliness in the community, called "Pinwherry and Pinmore

Connected". It would employ a part time freelance Project Co-ordinator who would be responsible for developing,

delivering, managing and monitoring all project activities and co-ordinating volunteers. There would be fortnightly

creative/arts sessions, fortnightly horticultural/outdoor sessions in the field, plus funding towards the costs involved with

running the cosy spaces and IT support sessions. I've asked for funding for volunteer training in First Aid and AED

training, Basic Food Hygiene and Outdoor First Aid. For year one and two I've asked for funding for a mini-bus and

subsistence for a "connecting trip" to another arts/cultural facility and to a community growing or outdoor venue. I've

also asked for a contribution to heating and lighting costs – it's not much we we were limited to how much we could ask

for.

I have applied for 3 years funding, but split over 4 financial years as follows:

Cost Year 1

(Aug 23 – Mar 24

Year 2

(Apr 24 – Mar 25)

Year 3

(Apr 25 – Mar 26

Year 4

(Apr 26 – July 26)

Self employed Project Co-ordinator

@ 14 hours per week

£7,350 £11,466 £12,012 £4,158

Art/creative tutor session costs £2,400 £3,960 £4,320 £1,140

Cosy space and outdoor group

catering costs @£10 per session

£470 £700 £700 £240

Volunteer training and

development

£1,300 - - -

16 x seater minibus hires - £600 £600 -

16 x lunch subsistence at £15 per

head

- £240 £240 -

Utilities (heat and light) £1,400 £2,184 £2,288 £792

SUB-TOTALS £12,920 £19,150 £20,160 £6,330

TOTAL £58,560

We only have a 5% chance of securing this funding so I'm not too optimistic, but it's certainly worth a try!

School Insurance Site Visit / Survey

Thank you to those who helped pull together the paperwork required by Stuart Dennis from 'Simply Risk Control',

regarding the school insurance. I sent it all to him and he has come back with the following points that need to be

addressed by August:

I have contacted the insurers to ask what the implications would be to the insurance if we don't have an intruder alarm

operating from the premises until the building works are completed and I told her that the building works timescale is

likely to start August/September until January/ February (possibly be a little optimistic!). She hasn't replied yet.

Core Costs

Our core costs for this year (£13,830) were funded by Hadyard Hill and will run out by the end of November 2023. The

plan has been to apply for a larger sum for running costs over three years, to make the process easier from an admin and

project management perspective. This would include general village running costs (for example, grass cutting, accounts

prep, trust insurance etc) and project costs (for example the field, school running costs, any staff costs, play park

maintenance costs, community events etc. These figures need to be based on previous costs, or accurate quotes and is

something we should start thinking about. The next deadline for the Pinwherry and Pinmore Community Fund is 7 th July

with the outcome mid-September, or the following deadline is 6 th October with the outcome mid-December.

Other

I have been working my way through the outstanding Foundation Scotland grant reports

I've started, but still need to finish, the CAT evaluation form for SAC.

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