

PPCDT Trustees and Trust Members Meeting Minutes

Thursday 8th August 2024 – 7pm Auld School Community Centre

Marie McNulty (MM)	Trustee	David Walker (DW)	Trustee
Janette Gates (JG)	Trustee	Jimmy Stewart (JS)	Trustee
Amy Watson (AW)	Advisor	Jean Wyllie (JW)	Trustee
Ann Berry	Trustee	Karen	Member

1. **Welcome:** MM opened the meeting by welcoming all present.
2. **Apologies:** Joe Rigby (Trustee), Neil Gates (Caretaker)
3. **Declarations of Interest:** None
4. **Approval of minutes dated 11th July 2024:** The minutes were proposed by MM and seconded by DW.
5. **Matters arising from minutes not on the agenda:**
The following actions were discussed:

ACTION	OWNER	Status
Neil (caretaker) to brief JR on the building systems.	NG / JR	Carried Forward as we are still waiting for the briefing on the heating system.
Ladies / disabled toilet block at the field needs replacing. Amy will be submitting a funding application.	NG / MM / AW	Carried Forward
Relocation of the war memorial to be progressed.	MM / NG	In progress
SCOTO reports to be circulated to Trustees.	MM	Complete
Updating of the signs to reflect that we are a Biosphere Community.	MM	Carried Forward. MM advised we have to wait for South Ayrshire Council to complete this but will follow up with Jenna at Biosphere.
MM to promote Pinfest on Facebook.	MM	Event has been posted on FB and will be reposted to @followers. Karen has shared to the FB groups for local villages.
DW to check with Ian re the date/time to put up the marquee and clean the toilets for Pinfest.	DW	Date will be sent to Amy to put on FB, likely to be Wednesday or Friday night.
MM to look into options for a temporary alcohol licence.	MM	One person holds the personal licence but they do not have to be on the premises. MM will investigate more.

NG to arrange with Simon for the field to be cut before Pinfest.	NG	Arranged for the Tuesday prior to Pin-Fest. Complete
MM to check funding for ongoing maintenance of Pinmore playpark and whether PPCC will contribute.	MM	MM advised the funding bid covered benches, playpark equipment and maintenance in year 1. The Funders agreed to fund all 4 elements (MUGA and fitness equipment) but this does not include maintenance and PPCDT does not have a budget for this. It was agreed to ask PPCC for the full maintenance cost as part of the small grants process. MM to arrange.

6. Building Works

Janette gave an update on behalf of Neil:

- CCTV hard drive is locked in the safe in the IT room. Joe has had an overview and Neil will produce a brief guide.
- A small pump spray and weedkiller is needed for the pathways and yard. Community Payback could be engaged to clear the land at the back. They will also return to complete the painting of the railings.
- A jet wash and ladder are required to maintain the outside – gutters, drains, etc.
- A new domestic dishwasher has been delivered and will be installed.
- Westgale will replace the heater in phase 2, which is still under warranty and will forward a quote to increase the size of the water heater in the main kitchen. Stephen will attend next week to resolve issue with inverter
- Gents toilets – Westgale will get Thermosave fix the leaking tap.
- The loft ladder will be reinstated in phase 2
- Spikes on railings – Neil will angle grind these off for safety. **ACTION: Neil**

7. Events and Activities

- Planning for Pin-Fest is progressing well.
- Cosy Space is still well attended.
- Whist – taking place on the second Friday of each month from July to September. We have received good feedback.
- Workday Wednesdays will be introduced shortly from 10am to 3pm. These hours coincide with Neil's normal hours on a Wednesday.
- The main hall is booked for a Biosphere Board meeting in August
- Amy will put the booking form online. **ACTION: Amy**
- DW will find out the cost of carpet bowls – two carpets. **ACTION: David**

8. Finance and Funding

- Ann advised that we have £82,452.99 in our account, of which £81,365.71 is restricted and £1087.28 is unrestricted. We have £69.21 in cash.
- Amy talked through her report.

- There was a discussion regarding how best to use the anticipated £10,000 - £12,000 contingency and whether to order via Westgale or go direct to suppliers. We have to put a variation request to the funder and will need an outline of what we intend to buy and who from. It was agreed to get two companies to quote for the blinds. Amy to arrange. **ACTION: Amy.** Some suggested purchases are AV equipment, including a large TV on a trolley, and chairs/tables.
- It was noted that we need to start thinking about running costs for building, insurance, salaries etc. potentially applying for 2-3 years at a time. It was agreed to pick this up next month. Ann & Marie will look into electricity bills as we believe we are still being charged for two meters. **ACTION: Ann & Marie.**
- An email has been received from Adworks wanting to advertise in our area about enterprise and employability in South Ayrshire.

9. Pinwherry Field Project

- A bid to ARIA was submitted this afternoon for a container on the field, containing disabled and single ladies toilet. Used 10% match funding from another ringfenced pot. As we are applying for a structure, we need proof of ownership of the field and proof of planning permission or evidence that it is not required. Marie will check the files and email Alec Clark. **ACTION: Marie.**
- It was noted the title deeds were already changed from 2pins to PPCDT.

11. AOB

- **Community transport** – Janette advised that the project is progressing well with the aim to send out timetables and membership cards to every household and launch the service in September.
- **Events** – local events for children were discussed and it was agreed that we need to consider what is going on locally to avoid duplication.
- **Relocation of the war memorial** – the Trustees agreed the location of the War Memorial against the main building wall in the Memorial Garden. SAC will undertake this work.

ACTION SUMMARY	OWNER
Neil to angle grind the spikes off the railings.	Neil
Amy to put the Auld School booking form online.	Amy
David to find out the cost of carpet bowls.	David
Amy to arrange for two companies to come and quote for blinds.	Amy
Ann & Marie to review the electricity bill.	Ann / Marie
Marie to check the files for proof of ownership of the field by PPCDT and investigate planning requirements for a replacement toilet cubicle.	Marie